

UCLA DEPARTMENT OF PHILOSOPHY

**MANUAL
FOR
GRADUATE STUDENTS
IN
PHILOSOPHY
(ENTERING CLASS FALL 2026 AND AFTER)**

2026-2027

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, applicable to the entering class of Fall 2026 and after. 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 the Division of Graduate Education. 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 OFFICERS AND STAFF

Current Department Officers: <http://philosophy.ucla.edu/departments-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.

DIRECTOR(S) OF GRADUATE STUDIES

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

EQUITY OFFICER

The Equity Officer job is to help students and faculty in their efforts to make a philosophy department that is open to everyone in 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

CHIEF ADMINISTRATIVE OFFICER

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

STUDENT AFFAIRS OFFICER/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.

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

Required Philosophy course work

A Ph.D. candidate must complete, with a grade of B or better, fourteen upper-division and graduate courses in philosophy (56 units), excluding independent study courses, distributed as detailed below. Courses taken before entering the graduate program do not count toward satisfaction of course requirements.

First Year Seminar (Philosophy 200A and Philosophy 200B)

These are taken in the first year.

Second Year Writing Seminar (Philosophy 298)

This course is taken in spring of the second year. Successful completion of the Second Year Paper is a requirement of passing this seminar.

Logic

Students must complete Philosophy 132 with a grade of B or better. This requirement should be completed in the first year. If the graduate adviser determines that the student has in past coursework already taken a course that covers essentially the same material as Philosophy 132, either at UCLA or at any other academic institution, then any other philosophy department upper-division or graduate course (logic or otherwise) may be substituted for this requirement.

Formal methods

Students must complete, with a grade of B or higher, a designated course on formal methods. This can be one upper-division (or higher) course in advanced logic (e.g. Philosophy 135, 136), or similar technical subject including probability and inductive logic (Philosophy C133B). This course is normally to be taken in the Philosophy department but may be taken elsewhere at the discretion of the Graduate Advisor(s).

History of Philosophy

Students must complete two graduate courses in the history of philosophy (prior to the twentieth century), at least one of which must be a graduate seminar (Philosophy 201-220). Neither Philosophy 100A, B, nor C will

satisfy this requirement.

Ethics and Value Theory

Students must complete two graduate courses in ethics or value theory, at least one of which must be a graduate seminar (Philosophy 240-259). Neither Philosophy 200A nor Philosophy 200B will satisfy this requirement.

Metaphysics and Epistemology

Students must complete two graduate courses in metaphysics and epistemology, at least one of which must be a graduate seminar (Philosophy 270-289, 232, 234, 235 and often, by petition, other philosophy of science courses). Neither Philosophy 200A nor Philosophy 200B will satisfy this requirement.

Electives

Students must complete as many additional courses as needed to fulfill the requirement of 14 total upper-division or graduate philosophy courses (56 units), not including independent study courses. Neither Philosophy 100A, B, nor C will count towards fulfillment of this requirement.

Please consult the graduate advisor if you have any questions about which classes count for which distribution requirements.

Law and Philosophy

Students who are interested in the Law and Philosophy specialization or in the concurrent degree program (below) should consult with and apply through the Director of the Law and Philosophy program. In order to specialize in Law and Philosophy, students must complete four law courses (of at least two semester units each) with a grade of B or better in each qualifying courses. Students should consult with the Director for a list of approved courses. Students must also complete a substantial research paper on a topic in law and philosophy. This substantial research paper is to be completed in the third year of the program.

Philosophy, Ph.D./Law, J.D.

For this concurrent degree program, three law courses from an approved list may be double-counted toward the elective course requirements for the Ph.D. degree. Students should consult with the program director regarding course selection. Students must also complete a substantial research paper on a topic in law and philosophy. This substantial research paper is to be completed in the third year of the program.

SOME EXPECTATIONS OF FACULTY

The faculty recognize that philosophical learning and training occurs, not just through reading, listening, and modeling, but also through engagement with one another's ideas and their expression, both orally and in writing. Faculty are therefore committed to providing timely feedback on graduate student written work, whether in coursework or in independent research projects.

Absent unusual circumstances, it is reasonable to expect feedback on written work within three weeks of timely submission. The feedback may be written or oral. A letter grade, alone, is not informative enough to substantially help student development. (However, if feedback was given on an earlier draft for a paper in a course, feedback on the final draft for that course may be much lighter and, for an exceptionally fine paper, perhaps little more than a letter grade and a congratulations.)

If you have not received timely feedback on your work, you may inquire with the instructor. Sometimes things slip through the cracks and a reminder can be helpful. If you are having substantial difficulty receiving feedback on work, it is appropriate to contact either the Graduate Advisor or the Chair, to ensure your learning can progress.

WRITTEN AND ORAL QUALIFYING EXAMINATIONS

Academic Senate regulations require all doctoral students to complete and pass university written and oral qualifying examinations prior to doctoral advancement to candidacy. What follows in this section is how students are required to fulfill these requirements for this doctoral program. All committee nominations and reconstitutions adhere to the [Minimum Standards for Doctoral Committee Constitution](#).

In spring of the second year, students enroll in Philosophy 298 and write the Second Paper Year. For details on this requirement and how it is graded, see the Capstone Plan for the Master's Degree. In order for the student to receive the Ph.D., the student's Second Year Paper must receive a passing grade with permission to continue to the Ph.D.

In fall quarter of the third year, students begin a new series of individual study courses (Philosophy 596) and write a substantial research paper (the Third Year Paper). The paper is due at the end of the fall quarter and is graded S/U by the instructor who is supervising the student for Philosophy 596.

In winter quarter of the third year, the student should enroll in Philosophy 596 and, in consultation with the instructor who is supervising the student, work to develop a well-defined dissertation project. By the end of winter quarter of the third year, the student chooses a doctoral committee. Working with the committee, the student begins writing a Dissertation Proposal. Students should consult with the committee regarding expectations for the Dissertation Proposal. The proposal may, but need not, incorporate prior work, including the Second Year Paper or the Third Year Paper. In spring of the third year, students writing their dissertation proposal should enroll in Philosophy 597.

The Dissertation Proposal will serve as written evidence of competency in the field (in place of a written doctoral qualifying exam).

When the Dissertation Proposal is finished, a University Oral Qualifying Examination is scheduled. This examination may occur in spring quarter of the third year, but at the latest it must occur by November 15 of fall quarter of the fourth year. The primary purpose of the oral examination is to determine whether the student is able to complete the dissertation successfully. In case of failure, the doctoral committee makes a recommendation for or against allowing a second oral examination.

Advancement to Candidacy

Students are advanced to candidacy and awarded the Candidate in Philosophy (C.Phil.) degree upon successful completion of the oral qualifying examination.

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 is short for "all but dissertation"). This examination may occur in spring quarter of the third year, **but at the latest it must occur by November 15 of fall quarter of the fourth year.**

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 the Division of Graduate Education.**

To this end, review the degree requirements, your transcript, and/or your Degree Progress Report, 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

As soon as you complete all your coursework (and Preliminary Requirements), you can and should officially "constitute" your committee.

Officially, "Doctoral committees are appointed by the Dean of the Division of Graduate Education, 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."

Your committee must be officially constituted by the Dean of the Division of Graduate Education before you take your Doctoral Oral Qualifying Exam.

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 and you have completed all your requirements other than the oral exam and the dissertation, the SAO can 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*).

THE DISSERTATION

After Advancing to candidacy, under the direction of their doctoral committee, students complete a dissertation that represents an original contribution in a chosen field. Students enroll in Philosophy 599 while working on their dissertations. The dissertation is to be completed and filed by the end of the sixth year.

A Final Oral Examination or (Defense of Dissertation) is not required for all students. The decision as to whether a defense is required is made by the doctoral committee.

There is much to be said about the writing of a dissertation, and most if 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.

The department offers a Dissertation Writing Seminar (Philosophy 260). This year-long graduate course is designed to help students make progress in the writing and oral presentation of their dissertation chapters. The department also offers an Ethics Writing Seminar (259), a year-long course which is designed to help students make progress in writing and oral presentation of dissertation work in ethics (broadly construed). Starting in Fall of the fourth year, all students in residence are expected and encouraged to enroll in the Dissertation Writing Workshop each quarter it is offered (enrollment in the Ethics Writing Seminar also satisfies this expectation). In addition, you might consider presenting work to the Albritton Society or at a conference. Students are also expected and encouraged to audit graduate seminars.

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, your Chair must certify that you have at least two substantive (i.e., non-literature survey) chapters written and a draft of the majority of the entire dissertation done by the end of September, to engage the job market making use of our Placement services. 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. (typically at the end of 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. 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.

MASTERS DEGREE

The Department of Philosophy offers the Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) degrees in Philosophy. The philosophy department only admits students with the objective of the Ph.D. degree.

Course Requirements for the M.A. degree

For the M.A. degree, students must complete, with grades of B or better, at least twelve upper-division or graduate courses (48 units), excluding independent study courses, of which five courses (20 units) must be in the Philosophy 200 series, numbered between 200A and 290. The total course requirement must include Philosophy 200A and 200B (taken in the first year) and 298 (taken in the second year), along with one designated course on formal methods. Courses in the 500 series may not be applied toward the course requirements for the M.A. degree in Philosophy.

Capstone Plan

Students will complete an individual capstone project. To complete this project, they will enroll in Philosophy 298 in spring of the second year in the program. While enrolled in Philosophy 298, they will write a journal length essay called the Second Year Paper. They must submit the Second Year Paper by the end of spring quarter of the second year. Each student's Second Year Paper is graded by a committee of three faculty members: the instructor of 298 along with two faculty members appointed by the Chair of the department. There are three possible grades: 1) Pass with permission to continue to the Ph.D.; 2) Terminal Master's Pass (with disqualification from the Ph.D.); or 3) Fail. Students must receive a passing grade on the Second Year Paper to receive the M.A. In case the Second Year Paper is not passed with permission to continue to the Ph.D., the student may submit a revised version of the Second Year Paper to be graded. The revised version of the paper must be submitted by the end of the second week of the fall term of the third year, to be graded by the committee appointed for this new school year.

SUMMARY AND OVERVIEW OF THE DEGREE PROGRAM

- First Year*** Students complete Philosophy 200A and 200B and seven other courses, with a view toward satisfying the course distribution requirements. One of the seven other courses should include Philosophy 132 (unless the graduate advisor approves substituting another course for 132).
- Second Year:*** Students begin teaching and complete Philosophy 298 along with four other courses in a manner to satisfy the course distribution requirements. Students submit the Second Year Paper by the end of spring quarter of the second year.
- Third Year*** In fall quarter of the third year, students begin a new series of individual study courses (Philosophy 596) and write a substantial research paper (the Third Year Paper). The Third Year Paper is due at the end of the fall quarter and is graded S/U by the instructor who is supervising the student for Philosophy 596. Students choose a committee by the end of the winter quarter. Students begin working on the dissertation prospectus. The University Oral Qualifying Examination may be, but need not be, taken in spring quarter. Upon successful completion of the oral qualifying examination, the student advances to candidacy. Students who have completed their coursework are expected and encouraged to audit graduate seminars.
- Fourth Year*** Students who have not already taken the University Oral Qualifying Examination must take it by November 15. Upon successful completion of the oral qualifying examination, the student advances to candidacy. Beginning in fall quarter of the fourth year, students are expected to enroll in the Dissertation Writing Seminar each quarter it is offered (attending the Ethics Writing Seminar also satisfies this expectation). Students are also expected and encouraged to audit graduate seminars.
- Fifth Year*** Students work on the dissertation. Students are expected to enroll in the Dissertation Writing Seminar each quarter it is offered (attending the Ethics Writing Seminar also satisfies this expectation). Students are also expected and encouraged to audit graduate seminars.
- Sixth Year*** Students complete and file the dissertation. Students are expected to enroll in the Dissertation Writing Seminar each quarter it is offered (attending the Ethics Writing Seminar also satisfies this expectation). Students are also expected and encouraged to audit graduate seminars.

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://law.ucla.edu/academics/centers/law-philosophy-program/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://law.ucla.edu/academics/centers/law-philosophy-program>.

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://law.ucla.edu/academics/degrees/jd-program/joint-degree/law-philosophy-joint-degree-program>.

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 the Program Coordinator of the law and philosophy program at austin@law.ucla.edu.

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://law.ucla.edu/academics/centers/law-philosophy-program>.

(There is also information about the program on the philosophy department website at <https://philosophy.ucla.edu/graduate/>)

LAW 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.

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 their 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.)

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. No work for courses taken in the previous academic year can be submitted for a letter grade after this time. Any incomplete grades (I's) will stand, and will (by University policy) lapse to an F after one quarter. Courses that remain incomplete cannot be used to satisfy the requirements for the Ph.D.

In some cases, there are strong external reasons to complete coursework before the August 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 the Division of Graduate Education requires for the student to be funded for the following year. Also, the Division of Graduate Education 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.

PLACEMENT AND THE JOB MARKET

The department has a variety of programs and resources to help students prepare for the job market. In year two, students take Philosophy 298, a small seminar in which they learn how to develop one of their research papers into a journal-length essay of publishable quality. In year three, working closely with an advisor students begin a year of independent studies (Philosophy 596) culminating in a dissertation proposal. After advancing to candidacy (see page 9ff), students are invited to join one of two on-going seminars (the Ethics Writing Seminar or the Dissertation Writing Seminar) where they workshop parts of their developing dissertation, gain experience presenting and defending their work, and preparing writing for publication.

In the year that students apply for faculty and post-doctoral positions (usually year Six), they work closely with their dissertation advisor and the Placement Committee (comprised of the Faculty Placement Officer and the SAO) on the preparation of dossiers. The Committee also supervises mock interviews and arranges practice job talks.

It is the department's policy that no student go on the job market unless: (1) their placement materials are ready by September 15th and (2) by the end of September, their dissertation chair certifies that they have 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.

TA-ING IN THE PHILOSOPHY DEPARTMENT

The department is deeply committed to its teaching mission. It is integral to a graduate student's development as a philosopher and teacher, and provides an essential resource for UCLA undergraduates. Graduate students will typically teach for three years, providing support for a variety of lower- and upper-division classes.

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 Preferences and Desiderata Index (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.

SOME EXPECTATIONS OF TA'S

The following reminders were formulated by the Chair, TAA, and TAC(s) in Spring of 2023:

The performance of the following duties is expected from you as *part of your*

employment as a TA:

- Attending lectures in-person;
- Holding sections in-person; and
- Holding office hours.

It is your responsibility to *communicate effectively* with both your instructor and your students. As such, it is your responsibility to:

- Inform the instructor as early as possible regarding foreseen conflicts with lectures and sections and to notify them of any potential absences;
- Inform the instructor asap regarding unexpected conflicts with lectures and sections;
- Inform the instructor asap regarding unexpected grading delays; and
- Inform students asap regarding cancelled sections, office hours, and individual appointments. Please remember that you must obtain instructor approval before cancelling any sections.

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, out-of-state students pay "non-resident supplemental tuition" or "NRST". 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 NRST. Non-US citizens cannot establish residency, and so will be charged NRST each year until they advance to candidacy. Such students qualify for a 100% reduction in the cost of NRST 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 non-resident supplemental tuition for US citizens. This means that you will pay NRST yourself (about \$15,102/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 NRST 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 pay "fees." A very small portion of these fees (around \$7 per academic year) is imposed upon the student body by the student government. This portion of the fees is covered by fellowships, but not remitted with teaching assistantships; therefore, it is the responsibility of the student to pay this fee if they are working as a teaching assistant. 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 sixth years respectively. (You can petition to take the second or third year of fellowship in a different year, but it is not guaranteed that this petition will be approved.)

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, normally taken in the sixth year, the department requires the student to demonstrate progress in writing their dissertation (typically two dissertation chapters in draft).

There are also a variety of further fellowships to apply for. Information about some of these opportunities can be found at Division of Graduate Education's website: <https://grad.ucla.edu/funding/>.

Fellowships generally both cover fees and provide a stipend for living expenses. 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 advancing to candidacy. In summers when you are not receiving stipend support, it is often possible to work as a TA; however, this is not guaranteed

TEACHING ASSISTANTSHIPS

After the first year, students are typically awarded three quarters of teaching assistantship each year they are not on fellowship, up to 9 quarters of teaching. (A limited amount of summer teaching is also sometimes available, but not guaranteed). 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 Division of Graduate Education's webpage:

<https://grad.ucla.edu/funding/working-at-ucla/academic-apprentice-personnel-%20manual/>.

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://teaching.ucla.edu/programs/collegium-of-university-teaching-fellows/>.

When you receive your financial assistance in the form of a teaching assistantship, the Division of Graduate Education 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.

Sometimes students take other employment opportunities on campus and these often also provide fee remission. You should think carefully before accepting employment that does not provide fee remission, and consult the Graduate

Advisor(s), 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. Students may exceed 50% employment (up to 75% maximum) with approval from the department and Division of Humanities. Since a TA-ship is already 50% employment with the University, you must petition if you also wish to work as a Graduate Research Assistant during the same period. Please note, however, that students can be employed up to 100% during quarter breaks and summer.

READERSHIPS

The Department sometimes employs a few graduate readers whose job it is to grade papers under supervision of the instructors.

THE PROGRAM IN LAW AND PHILOSOPHY

Students enrolled in the joint J.D./Ph.D. program are eligible for 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.

LIMITS ON TA-SHIPS AND ON DEPARTMENTAL FINANCIAL SUPPORT

The department normally provides eighteen quarters of financial support (three years of fellowship and three years of TA-ship).

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 towards the eighteen quarters of support.

In some cases, there may be available additional quarters of TA-ship beyond the normal nine quarters of TA-ship. However, these additional quarters of TA-ship are not guaranteed.

The Division of Graduate Education limits the number of quarters a student can TA to 12 during their tenure as graduate students at UCLA. If additional TA-ships are available in the department or outside the department, the department can petition the Division of Graduate Education for exceptions up to 18 quarters, as long as a student has advanced to doctoral candidacy and is in good academic standing. There is a true maximum of 18 quarters of TA-ing beyond which a student will not be allowed to go.

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.

Also consult:

<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 they 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.

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 the Division of Graduate Education. 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 Advisor(s). Ordinarily this will be a routine matter, but in some cases the Graduate Advisor(s) 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/graduate/graduate-student-travel-research-funding/>.

In terms of travel, students must exhaust resources made available by UCLA's Division of Graduate Education before drawing on their Department accounts. Be aware that the University will not reimburse travel to states in the U.S. with discriminatory laws. See the link above, about the travel grant, for details.

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 Advisor(s) for

additional travel money. One should be aware, however, that such petitions will be approved only in exceptional circumstances.

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.

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 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.

PARENTAL FINANCIAL SUPPORT

There are two sources of financial support for students who are 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 January 1, 2026) allows for up to 8 weeks of paid leave for childbirth, 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 8 weeks of paid leave may be granted in total during an academic year. Additional unpaid leave is available. See Article 18 of the UAW contract for more details:

https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx_18-leaves_2022-2025.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.

For questions about leaves, contact the Personnel and Payroll Coordinator whose office is in Dodd 300B. For questions about fellowships, contact the SAO whose office is in Dodd 300D.

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 Division of Graduate Education'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/benefits/home-family/depcare-fsa-for-academic-student-employees/>).

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. 38 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 6 of the program is effectively in year 5, and is, if they wish, to be treated as such for purposes of degree requirements and funding.

Any student who wishes to take advantage of this should inform the chair of their dissertation committee, and the Graduate Advisor(s), 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 Advisor(s) if the department needs to participate in the accommodation.

ACADEMIC CASE MANAGERS

Academic Case Managers are personnel at the Division of Graduate Education 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." 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.

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.

APPENDIX A: UNIVERSITY PUBLICATIONS OF SPECIAL INTEREST

A wealth of information is available from the University. You will find much of it online at the Division of Graduate Education'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/#/>)

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

Academic Apprentice Personnel Manual

(<https://grad.ucla.edu/funding/working-at-ucla/academic-apprentice-personnel-%20manual/>)

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

Division of Graduate Education General Information

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

Student financial support, forms, standards and procedures

UCLA Graduate Student Association (GSA)

<https://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. It can be ordered in

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/channels/phd-doctoral-students>

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://lgtb.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.)

Be Well Bruin

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

Resource directory that highlights UCLA's various resources that support student health and well-being. Resources are organized into the following categories: Physical, Academic, Emotional, Financial, Social, and Basic Needs

Academic

Division of Graduate Education 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

Digital & Technology Solutions

<https://dts.ucla.edu/customer-support>

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

Humanities Technology (HumTech)

<https://humtech.ucla.edu/about>

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.

Division of Graduate Education 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 Belen Estrella, bestrella@grad.ucla.edu, 310-206-1158.

UCLA Recreation

www.recreation.ucla.edu

Financial

Taxes

<https://vitaatucla.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 Dashe 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 BruinDirect for their BruinBill accounts as soon as possible.

Funding Opportunities for Graduate Students

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

Teaching Assistant Resources**Teaching & Learning Center (TLC)**

<https://teaching.ucla.edu>

UAW Contract

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

Salary Scales

<https://grad.ucla.edu/funding/working-at-ucla/academic-apprentice-salary-scales/>

Collegium of University Teaching Fellows

<https://teaching.ucla.edu/programs/collegium-of-university-teaching-fellows>

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**Center for Accessible Education**

<https://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://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.