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Welcome to the Philosophy Department!

Hello New Students,

This guide is intended to be a quick and easy reference for you as you begin your studies with us at Marquette. You will find information listed in the order in which you may need it, beginning with coursework requirements and ending with detailed information regarding the completion of your degree. You will also find more detailed information you will need along the way, such as financial aid and residency requirements.

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

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

Again, welcome to our department!

This manual was updated from the original, written by Dr. Pol Vandevalde in 2010. Updates were compiled using resources from the Department, College, and University websites and other MU documents, as well as in consultation with Drs. Kevin Gibson, Nancy Snow, James South, Susanne Foster, and Mrs. Beth O'Sullivan. Thank you to these individuals for their assistance in this project. This manual is subject to change and updates as needed.

- Jennifer Marra, Fall 2014
Personnel – Who’s Who and Who’s In Charge of What

A) The PGSA Representatives are elected by the graduate student community. There are three positions total: two PhD students and one MA student. Elected PhD students serve a two-year term, while elected MA students serve a one-year term. PGSA Representatives serve as members of the Graduate Committee. PGSA Representatives act as a voice for the graduate student community at large and as liaisons between the faculty and student bodies. If you have any questions regarding the program, suggestions as to how the program can improve, or any other concerns, the PGSA representatives are your first stop.

B) The Director of Graduate Studies (DGS) oversees admissions, financial aid, course registration approvals, and other matters concerning graduate students. Appointment for a two-year term is made by the Executive Committee. The DGS is your go-to for nearly everything graduate student related. For example, if you have questions regarding language or logic requirements, or if a particular course will fulfill a requirement, the DGS will have that information.

C) Advisors assist students in the graduate program. You were assigned an advisor when you entered the program. See the section on Advising for more information on the role of advisors and finding the best advisor for you.

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

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

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

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

H) The Executive Committee is responsible for many administrative decisions in the department. It comprises the Chair, ex officio, and four persons elected by the Department. Elected members serve for a two-year term.
Philosophy Graduate Student Checklist – PhD

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

Doctoral Program Planning Form (DPPF):
- Planning Form signed and submitted to Graduate School

Course Requirements (Total 48 Credits):
- PHIL 6605 Plato or PHIL 6610 Aristotle
- PHIL 6620 Augustine or PHIL 6640 St. Thomas Aquinas
- PHIL 6650 Descartes, PHIL 6655 Hume, PHIL 6660 Kant, or PHIL 6662 Hegel
- Additional course in the history of philosophy
- Additional course in the history of philosophy
- Course in Metaphysics, Epistemology, or Philosophy of Science
- Course in Ethics, Social/Political Philosophy, or Aesthetics
- Graduate Level Philosophy Course (MU or Transfer Credit)
- Graduate Level Philosophy Course (MU or Transfer Credit)
- Graduate Level Philosophy Course (MU or Transfer Credit)
- Graduate Level Philosophy Course (MU or Transfer Credit)
- Graduate Level Philosophy Course (MU or Transfer Credit, Philosophy or Other)
- Graduate Level Course (Philosophy or Other)

Qualifying Paper Requirement:
- Pass Qualifying Paper
- Pass Oral Defense of Qualifying Paper

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

Dissertation Credit Requirements:
- 3 Dissertation Credits
- 3 Dissertation Credits
- 3 Dissertation Credits
- 3 Dissertation Credits

Language Requirements:
- Language One
- Language Two

Logic Requirement:
- Logic
Philosophy Graduate Student Checklist – MA HISTORY
This guide will help you keep track of your progress in the philosophy program. In order to graduate, every box must be checked. Course requirements must be completed before you advance to the Comprehensive Exam. For any questions, please contact your PGSA Representatives or DGS.

MA HISTORY PLAN B

Course Requirements (Total 30 Credits):
- PHIL 6605 Plato or PHIL 6610 Aristotle
- PHIL 6620 Augustine or PHIL 6640 St. Thomas Aquinas
- PHIL 6650 Descartes, PHIL 6655 Hume, PHIL 6660 Kant, or PHIL 6662 Hegel
- Additional course in the history of philosophy
- Graduate Level Philosophy Course in Ethics
- Graduate Level Philosophy Course (MU or Undergraduate Transfer Credit)
- Graduate Level Philosophy Course (MU or Undergraduate Transfer Credit)
- Graduate Level Course (Philosophy or Other)
- Graduate Level Course (Philosophy or Other)
- Graduate Level Course (Philosophy or Other)

Masters Comprehensive Exam (Plan B)
- Pass Comprehensive Exam

MA HISTORY PLAN A

Course Requirements (Total 24 Credits):
- PHIL 6605 Plato or PHIL 6610 Aristotle
- PHIL 6620 Augustine or PHIL 6640 St. Thomas Aquinas
- PHIL 6650 Descartes, PHIL 6655 Hume, PHIL 6660 Kant, or PHIL 6662 Hegel
- Additional course in the history of philosophy
- Graduate Level Philosophy Course in Ethics
- Graduate Level Philosophy Course (MU or Undergraduate Transfer Credit)
- Graduate Level Philosophy Course (MU or Undergraduate Transfer Credit)
- Graduate Level Course (Philosophy or Other)
- Graduate Level Course (Philosophy or Other)
- Graduate Level Course (Philosophy or Other)

Language Requirement:
- French or German, or approved by DGS

Masters Comprehensive Exam
- Pass Comprehensive Exam

Thesis Requirements:
- Six Thesis Credits
- Completed Thesis
Philosophy Graduate Student Checklist – MA SOAP

This guide will help you keep track of your progress in the philosophy program. In order to graduate, every box must be checked. In SOAP program, it is crucially important to keep close contact with your program advisor to plan and assist in completing your program. It is your responsibility to maintain contact with your advisor throughout the entirety of the program. For any questions, please contact your PGSA Representatives or DGS.

Course Requirements (Total 30 Credits):
- PHIL 6310 History and Theory of Ethics
- PHIL 6605 Plato or PHIL 6610 Aristotle or PHIL 6620 Augustine or PHIL 6640 St. Thomas Aquinas
- PHIL 6650 Descartes, PHIL 6652 Post-Cartesian Rationalism, PHIL 6655 Hume, PHIL 6660 Kant, or PHIL 6662 Hegel
- Graduate Level Philosophy Course
- Graduate Level Philosophy Course
- Graduate Level Cognate Course Outside of Philosophy Approved by DGS
- Graduate Level Cognate Course Outside of Philosophy Approved by DGS

Practicum Requirement:
- Practicum in Philosophy (6 credits)

OR

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

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

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

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

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

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

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

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

PhD students are expected to earn 48 credits of course work. Of these, as many as 18 may be transferred from an MA program. History MA students are expected to earn 30 credits of coursework, or 24 credits if they are in the MA Plan A History program. SOAP program requirements differ depending on the individual as approved by their advisor and the DGS. Although philosophy courses from Marquette are the most obvious choices, courses from other departments or institutions might be appropriate. Students should discuss these possibilities with their advisors.

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

1.1 Independent Study

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

Here are the steps to enroll in an independent study:

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

1.2 Auditing Classes

If you are interested in taking a class but do not want to officially enroll in it, you can
audit the class instead. When you are officially enrolled as an auditor, the course will appear on your transcript as AU but you will not receive a grade. Audited classes have no effect on your GPA and will not count toward satisfaction of required courses or credit hours.

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

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

2. Foreign Language Courses.

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

Language requirements can be satisfied in the following ways:

a) Language Course:

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

Students who are TA/GA/RAs will have funds to cover the course credited to their accounts by the graduate school. TA/GA/RA students may only take each language course once, and there is a maximum of two that will be funded. (That is, you can take, say, Latin once and French once, but not French twice). The course grade will appear on your transcript.

b) Language Exam:

Students can opt to take a two-hour exam administered by the department of Foreign Languages and Literatures or by a faculty member in the Philosophy department with language competence as approved by the DGS. If the exam is taken through the Foreign Language department, the student must register for the exam in Checkmarq, and there is currently a $100 fee for this exam.

3. Logic Credits.

All students in the PhD program must prove competency in symbolic logic. This requirement can be satisfied in the following ways\[1\]:

\[1\] Per Susanne Foster 9/26/2012
a) Logic Course:

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

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

b) Logic Exam:

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

c) Transfer Logic Credit:

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

4. Dissertation Credits (Phil 8999).

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

5. Continuation Courses

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

5.1 If students have not yet passed the qualifying paper and are thus not advanced to candidacy, they can register for a Master’s Comprehensive Exam Preparation (Phil 9984, 9985, or 9986) or
when writing the qualifying paper (Phil 9987, 9988, or 9989), depending on their degree and
depending on the status they can have (full-time, half-time, or less than half-time). They will fill
in the “Comprehensive Examination Preparation Continuation Approval” form.
(http://www.marquette.edu/grad/documents/CompExamPrepCE.pdf.) This course can be taken
only once.

5.2 If students have already taken the Comprehensive Exam Preparation course, but have not yet
passed the comprehensive examinations or the dissertation qualifying paper (for example,
because they failed or because they postponed taking them), they have to register for the
Graduate Standing Continuation course (Phil 9970) and fill in the “Graduate Standing
Continuation Approval” form.
(http://www.marquette.edu/grad/documents/GradStandingCE.pdf.) It gives a less than half-time
status and cannot be taken with other courses. As such, it will not make the student eligible for
student loans and will not defer student loans. It will simply keep the student active as a graduate
student.

5.3 For students who are advanced to candidacy (have finished course work, satisfied language
and residency requirements, and passed the dissertation qualifying paper) and are working on
their dissertation outline or the dissertation, they register for Doctoral Dissertation Continuation
courses (Phil 9997, 9998, or 9999) and fill in the “Dissertation/Thesis/Professional Project
Continuation Approval” form. (http://www.marquette.edu/grad/documents/RevisedD-TH-
PPCE.pdf.) These Doctoral Dissertation Continuation courses may not be taken until all 12
dissertation credits (i.e., Phil. 8999) have been taken.

5.4 If, for reasons approved by the department and the Graduate School, a student cannot do
academic work during a semester, but wants to remain active as a graduate student, the student
will register for the Graduate Standing Continuation course (Phil 9970) and fill in the “Graduate
Standing Continuation Approval” form.
(http://www.marquette.edu/grad/documents/GradStandingCE.pdf.)

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

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

Transferring Credits
In order to transfer credits from another institution to Marquette, or from undergraduate studies to Marquette, you need to fill out a form from the Graduate School website.

To transfer credit into Marquette's MA program, use this form:
http://marquette.edu/grad/documents/MasterTransferofCredit.pdf

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

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

Here are some recommendations:

1) Make sure you know who is your advisor. Look on CheckMarq if you don’t know.

2) Make an appointment to come in for advising during registration time, prepared to discuss which courses you would like to take. It is especially critical for students taking courses to register for each of their courses promptly. Have any necessary forms printed and ready before you meet with your advisor.

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

   a) Are you already coming here with some graduate credits? As many as 18 credits of philosophy can go towards the doctorate; as many as 6 credits in some other subject. You must request that these credits be transferred. You can do this by filing a doctoral program planning form (See below).
b) By the end of the first year you need to fill out a “Doctoral Program Planning Form” (DPPF). A blank form can be printed out from:

http://www.grad.mu.edu/forms/downloads/doctplan.pdf

This requires consultation with your advisor, and his or her signature.

After your meeting with your advisor, you will bring the completed and signed DPPF to the DGS.

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

http://www.grad.mu.edu/forms/downloads/dppfamend.pdf

and proceed as above.

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

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

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

Residency requirement

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

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

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

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

All students must register to request financial aid on the financial aid form available from the Graduate School web site. Even students currently on aid lines must register. (Please see http://www.marquette.edu/grad/forms_index.shtml.)

You should register for financial aid on this website every year, whether or not you are on a funding line.

RAs, TAs, and Lectureships

Graduate Assistantships (RA and TA) are awarded only to PhD students. These contracts are signed yearly, and typically renewable for up to four years, assuming the student remains in good standing in the department. Graduate Assistants cannot also be hired as Lecturers.

Lectureships are not guaranteed positions, and depend on the needs of the department in any given semester. As a lecturer, you are an employee of the University and certain benefits may apply to you. You should also consult with HR as well as the Employee Benefit Office website (http://www.marquette.edu/hr/employeebenefits.shtml) for information about employee benefits.

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

Teaching Assistant (TA): TAs are funded students who have full responsibility teaching their own classes. Teaching Assistantships typically last two years for PhD students, and only those who have completed the teaching seminar are eligible.

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

Lectureships: These are full responsibility teaching positions which are distributed to students with good standing in the program based on the needs of the department.

There are two different kinds of lectureship positions, one semester or one year.

One Semester Contract: You are hired to teach one or more courses for one semester. You are not eligible to receive tuition benefits.

Two Semester (One Year) Contract: You are hired to teach one or more courses each semester for an academic year. You may be eligible for health care and tuition benefits. See the following site for more information: http://www.marquette.edu/comptroller/documents/EmployeeTuitionRemissionInformation.pdf
Those interested in Lectureship positions who are not Graduate Assistants must apply through Marquette's HR website: http://www.marquette.edu/hr/hiring.shtml

Requirements for Eligibility for TA or Lectureship Positions

To be eligible for TA or Lectureship positions, students must:

1) Have an MA degree or equivalent

2) Complete the Teaching Seminar. This seminar is a one credit course for which you will need to register like any other class. These seminars are only held in Fall semesters.
   
   2.1) If you are a first year PhD student with an MA degree, you should take the Teaching Seminar in your first semester.
   
   2.2) If you are a first year PhD student without an MA degree, you should take the Teaching Seminar in your fourth semester (the Fall of your second year in the program).
   
   2.3) Interested MA students can also take the Teaching Seminar, and should email the DGS for more information.
   
   2.4) Funded students will typically receive funding for the Teaching Seminar credit. Others should speak with the DGS to determine whether funding is available.

3) Complete one semester of shadow teaching. Shadow teaching takes place in Spring semesters. Students are typically paired with experienced graduate student instructors, or, on rare occasions, faculty members. For more information about shadow teaching, contact the Assistant Chairperson.

4) If applicable, returning lecturers or TAs must maintain acceptable teaching scores.

5) Maintain good standing in the program. See the department’s webpage for more information as to what qualifies as "good standing"; click on the link “Graduate,” then click on the link “Policies, Procedures and Forms,” and then click on “Requirements for the Ph.D. Program.” Then scroll down a few pages to find the relevant criteria.

Colloquia and Conferences

As a graduate student in philosophy, it is expected that you attend colloquia and present your papers at conferences. Our department and university hosts a number of talks each semester. You should attend as many of these talks as possible, whether or not the topic is of particular interest to you - you may be surprised at how relevant they may be to your own work. Furthermore, your attendance is another way in which to engross yourself into the philosophical community; many big names come through Marquette, and you will have opportunities to meet with speakers after their presentations during receptions, dinners, and other events. Take advantage of these opportunities!
As you move through the program, you are expected to submit your work to conferences. Presenting at conferences not only will add lines to the ever-important CV, it also gives you the opportunity to get feedback from a variety of audiences from a variety of backgrounds. As wonderful as our professors may be, you should never limit yourself to their perspectives and feedback alone. Attending and presenting at conferences will not only help you develop as a writer and philosopher, but could also put you in touch with people who specialize in your area of interest and can recommend texts and contacts. Present at as many conferences as you can!

Listserv

It is a great idea to get yourself on a philosophy conference list serv. Once on the mailing list, you will receive calls for papers, publications, participants, etc. on a daily basis. The most popular US philosophy listserv is the PHILOSOP List\(^2\). To subscribe, send e-mail with a blank subject line to the PHILOSOP command address. This is major\(\text{domo@louisiana.edu}\). The first line of the message should contain just the following command:

subscribe philosop

Please note: You must send this command from you own account (i.e. the one you usually mail from), otherwise you will not be able to make submissions to the list. Full information on the commands for using PHILOSOP will be mailed to you in acknowledgement of your new subscription.

To unsubscribe, send e-mail with a blank subject line to major\(\text{domo@louisiana.edu}\). The first line of the message should contain the command:

unsubscribe philosop

Note, you have to send e-mail from the address which is registered with the list in order for the command to be successful. If there are any problems with removing your subscription, the majordomo software which runs PHILOSOP will notify you.

Conference Funding

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

This website will give you all of the information you need regarding funding opportunities, fellowships, financial aid, etc., through the university:
http://www.marquette.edu/grad/finaid_forms.shtml

To request conference funding:

\(^2\) http://philosophy.louisiana.edu/philosop.html
1. Ask the department. On rare occasions, the department will have funds left over at the end of the academic year to reimburse conference expenses. You should email the chair to ask if such reimbursement is possible, but given recent budget cuts it is unlikely that funds will be available.

2. Ask faculty. Sometimes faculty members have grant funds that they can use to assist students working in their research area with conference costs.

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

4. If you get outside funding, you can make a request to the Graduate School to match that funding. To do so, fill out the following form:
   http://www.marquette.edu/grad/documents/RevisedTravAwdForm.pdf

**Academic Review**

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

1) any difficulty maintaining the required 3.00 grade point average, such as a weak first or second term, multiple incompletes, accumulating three Cs (nine hours) or a combination of four BCs and Cs (12 hours), or one grade of F or U.

2) a term without substantial and concrete progress toward completion of program requirements, such as a language examination, a qualifying paper, a thesis or dissertation outline, the thesis or dissertation itself, and so on.

3) unprofessional behavior in practicum settings.

**End of Semester Review Letters**

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

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

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

Preparing Future Faculty Program (PFF)
The Preparing Future Faculty (PFF) program at Marquette is another avenue for graduate students to develop themselves professionally and academically. For more information, see the following website: http://www.marquette.edu/pff/

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

1.) Participation is restricted to those fields of study which are under the academic jurisdiction of the graduate deans at both the home and the host institutions.
2.) Non-degree or temporary students may not participate.
3.) The degree-seeking student must have completed at least the equivalent of one full term at the home university before visiting one of the other institutions.
4.) A student may gain approval for more than one visitation at more than one host institution, but no more than nine credit semester hours of courses from host institutions can become part of a degree program at the home institution. To participate, a student must complete, for each course to be taken at a host institution, an Interuniversity Visitation Enrollment Form and must obtain required signatures of approval. Because of the paperwork involved and the number of approvals that must be obtained, the student must begin the interuniversity visitation application process no later than June 1 for a fall term visitation, October 1 for the spring term, or March 1 for summer sessions. Interested students should
contact the Graduate School Office for additional information and enrollment forms.

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

Coursework at UWM
Marquette and the University of Wisconsin--Milwaukee will allow their graduate students to enroll in certain courses at either university under a new agreement. Students from one university may take a course at the other institution as long as the course is not offered at the student's primary school. Students also may enroll in a course if completing it would allow a student to graduate at the end of the term at the home university. Initial exchange ideas include Marquette philosophy students taking Arabic courses at UWM while UWM students may take courses in genetics at Marquette. Prior approval from both graduate schools is required before enrolling in a course. Prior approval must be given by the Marquette University Philosophy Department Graduate Program Director or Department Chair. For Course listings at the University of Wisconsin - Milwaukee, see http://www.uwm.edu/Dept/Philosophy/blurbpage.html

Other Opportunities
We are a very active department. We sponsor a colloquium series, an annual Aquinas Lecture, foreign language reading groups, the Midwest Seminar in Ancient and Medieval Philosophy, the Brown Bag Workshop series, and are very active in the Milwaukee Area Women Philosophers (MAWP) group. Other departments also sponsor events of philosophical interest. Graduate students are expected to participate in these events and thereby contribute to the greater intellectual life of the department.

Detailed Requirements for M.A. Programs
1. MA in the History of Philosophy:
   Plan A: Thesis option – Please see the Director of Graduate Studies if you want to follow this track.
   Plan B:
   1. 30 hours graduate course work. 18 of these must be in philosophy and must include:
      - Plato or Aristotle (Phil 6605 or 6610)
      - Augustine or Aquinas (Phil 6620 or 6640)
2. Descartes, Hume, Kant or Hegel (Phil 6650, 6655, 6660, 6662) and
2. a fourth course in the history of philosophy to be approved by the DGS.
2. a course in ethics

2. MA Comprehensive Examination

3. Grade point average of 3.0

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

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

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

2. Grade point average of 3.0.

Explanation of Requirements for M.A. Programs

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

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

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

C. MA Comprehensive Exam (MA in History Plan A and B): The exam comprises two parts of
four hours each. It takes place in two days over a three day period. The first part is historical. The
second contains problems questions and a choice of two questions on a contemporary work.

The MA Reading list should be used in preparing for the written comprehensive work. (See the
department website: http://www.marquette.edu/phil/documents/BasicInfoMAExam.pdf.)

Registration for the MA Comprehensive Exam must be made in the philosophy department
office a month in advance of the examination date.

The MA Comprehensive Exam should be taken before or during the fourth semester of study. The examination is given in January and August.

1. The Structure of the M.A. Comprehensive Exam

   a. Part I - Ancient, Medieval, Modern

      Instructions: Answer four questions:
      i. Choose one question from each period and the fourth question from any of the periods.
      ii. You have four hours for Part I, approximately one hour for each question.
      iii. State what you take the question to mean, and make explicit reference to the relevant work(s) of the philosopher you are discussing.

      Ancient Philosophy: 4 questions
      Medieval Philosophy: 4 questions
      Modern Philosophy: 4 questions

   b. Part II - Problems and Contemporary Philosophy

      i. You must choose three questions from section D and one question from section E.
      ii. You have four hours for Part II, approximately one hour for each question.

      Problems: (answer any 3 of these questions)
      Logic
      Philosophy of Science
      Political Philosophy
      Aesthetics
      Ethics
      Philosophy of Human Nature
      Metaphysics
      Epistemology
      Philosophy of Law
      Philosophy of Religion

      Contemporary Philosophy: (Work chosen by student from designated reading list) Answer one of these 2 questions.

2. Grading System for the M.A. Comprehensive Exam:

   a. The grades to be assigned to each answer by the reader are: A, B, C, D (with or without pluses or minuses), or F.
b. For purposes of computing an average grade, the graduate committee will then turn the assigned letter grades into numbers: A+=12, A=11, A-=10, B+=9, B=8, B-=7, C+=6, C=5, C-=4, D+=3, D=2, D-=1, F=0

The lowest passing average grade for the entire exam is 6.5, i.e., between C+ (6) and B- (7).
If three questions receive an F, then the whole exam fails no matter what the average grade is.
If the average grade in one area of the exam is D- (1) or F (0), this area must be taken over again and can be passed with the grade of 6.5.

**Reading List for the M.A. Comprehensive Exam**

**Historical Section**

ARISTOTLE - *Posterior Analytics* - Books I, II, nos. 1, 2, and 19; *Physics* - Books 1, 2, 3; *Metaphysics* - Books 1 and 12; *De Anima* - Book I, ch. 1, Books II and III
PLATO - *Protagoras, Sophist, Meno, Gorgias, Republic* - Books I-VII (incl.), *Phaedo, Symposium*
AUGUSTINE - *De Trinitate* - Book 8-15 (incl.); *De Libero Arbitrio*
ST. THOMAS - *Summa Theologiae* - I,1-26; 75 and 76; *Quaestiones de Anima*, qq. 1, 2, 3, 8, 9; *De Spiritualibus Creaturis*, a.1-11 (incl.)
DESCARTES - *Discourse on Method; Meditations*
SPINOZA - *Ethics* - Book I (W.H. White translation, contained also in J. Wild, *Spinoza Selections*)
LEIBNIZ - Discourse on Metaphysics (trans. P. Weiner); Monadology (H.W. Carr edition)
BERKELEY - *Principles*
HUME - *Treatise* - Book I, part 1, 3, 4
KANT - *Critique of Pure Reason* (up to distinction of noumenon and phenomenon and last section of about 30 pages); *Fundamentals of Metaphysics of Morals*
HEGEL - *Encyclopedia of Sciences* (Part I, Logic)

For Section E, the student must choose in advance one of the following works from which two questions will be drawn. Only one must be answered. ANY ONE OF THE FOLLOWING:

AYER - *Language, Truth and Logic*
BERGSON - *Creative Evolution*
HEIDEGGER - *Introduction to Metaphysics*
HUSSELR - *Cartesian Meditations*
JAMES - *Pragmatism*
MARCEL - *Mystery of Being* (Vol. I)
MARITAIN - *Degrees of Knowledge*, Part I (Phelan translation)
RYLE - *Concept of Mind*
A List of Readings on Problems in Systematic Philosophy

The following readings are suggestions offered by individual faculty members of the department of philosophy that a student might use in preparing to take the comprehensive examination on problems in systematic philosophy. They are not required readings, but a student preparing for the M.A. comprehensive examination might find the list of help, if prudentially used with the guidance of his or her advisor.

**Metaphysics**
Richard Taylor, *Metaphysics*
Bruce Aune, *Metaphysics*
Michael Loux, ed., *Universals and Particulars*
Thomas Nagel, *The View from Nowhere*
Joseph Owens, *An Interpretation of Existence*

**Epistemology**
Roderick Chisholm, *Theory of Knowledge*
Robert Henle, *Theory of Knowledge*
John Pollock, *Contemporary Theories of Knowledge*
Etienne Gilson, *Thomistic Realism and the Critique of Knowledge*
Nelson Goodman, *The Structure of Appearance*

**Ethics**
William Frankena, *Ethics*
Alasdair Macintyre, *After Virtue*
Ralph McInerny, *Ethica Thomistica*
Josef Pieper, *The Four Cardinal Virtues*

**Philosophy of Law**
Daniel Lyons, *Ethics and the Rule of Law*
Martin Golding, *Philosophy of Law*
Thomas A. Davitt, *The Elements of Law*

**Political Philosophy**
Neal Riemer, *A Revival of Political Theory*
Howard Kainz, *Democracy East and West*
John Rawls, *A Theory of Justice*
Yves Simon, *The Nature and Functions of Authority*
Pual Sigmund, *The Political Thought of St. Thomas Aquinas*
Philosophy of Language
William Alston, *The Philosophy of Language*
John Searle, *Speech Acts*
Jay Rosenberg and Charles Travis, eds., *Readings in the Philosophy of Language*
Michael Devitt, *Language and Reality*
Jacques Derrida, *Speech and Phenomena*

Aesthetics
Monroe Beardsley, *Aesthetics: Problems in the Philosophy of Criticism*
Nelson Goodman, *Languages of Art*
William Kennick, ed., *Art and Philosophy*
Arthur Danto, *The Transfiguration of the Commonplace*
Brian Wallis, ed., *Rethinking Representation*

Philosophy of Science
Carl Hempel, *The Philosophy of Natural Science*
Nelson Goodman, *Fact, Fiction and Forecast*
Baruch Brody, ed., *Readings in the Philosophy of Science*
Thomas Kuhn, *The Structure of Scientific Revolutions*
Michel Foucault, *The Order of Things: An Archaeology of the Human Sciences*

Requirements for Ph.D. Program
A. 48 hours of graduate course work plus 12 dissertation credits. [Dissertation credits correspond to Phil. 8999, and are considered placeholder credits, not course work.] Coursework must include:

- Plato or Aristotle (Phil 6605 or 6610)
- Augustine or Aquinas (Phil 6620 or 6640)
- Descartes, Hume, Kant or Hegel (Phil 6650, 6655, 6660, 6662) and
- A fourth course in the history of philosophy to be approved by the Director of Graduate Studies (DGS).

The 48 hours of course work may include up to 18 hours of philosophy credits of course work from an MA degree or up to 6 hours in other fields, as approved by the Department.

B. A reading knowledge of two languages. The regular choices are French or German and either French, German, Latin, or Greek for the second requirement. Another foreign language may be substituted, if necessary to the student’s course of study and approved by the Department.

C. An understanding of the fundamentals of predicate logic demonstrated either by course work or by a department exam.

D. Doctoral Qualifying Paper and Oral Defense

F. Grade point average of 3.0
G. Residency requirements (See above)

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

All students must submit one qualifying paper. Generally, these papers will be a minimum of 5000 words. The paper cannot previously have been accepted for publication at the time it is submitted as the qualifying paper.

**Submission Deadlines:** The paper and its oral defense must be attempted by the end of the semester following the semester in which coursework is completed.

The paper must be submitted by October 15th in the Fall semester, or March 15th of the Spring semester.

When preparing for the DQP, meet with someone with whom you have worked closely to plan and prepare your paper. Give yourself plenty of time to write, revise, and edit the paper. Present your paper at conferences, brown bags, or ask fellow students or professors if they would mind reading it and giving you comments.

In order to pass the DQP and advance to dissertation stage, you must pass a written and oral component. You have two chances to pass the DQP. If you do not pass the DQP after the second attempt, you will not advance to the dissertation stage and must leave the PhD program. More information on grading and outcomes are below.

**Additional Regulations and Guidelines concerning the Dissertation Qualifying Paper**

**Assessment**

The papers will be assessed by a committee of three faculty members. The paper review committee will be constituted by the DGS in consultation with the Department Chair when the paper is submitted for review. Each reader will grade the paper under blind review conditions.

**Grading**

Members of the committee shall each return to the Graduate Director a grade of 3, 2, or 1, with explanatory comments suitable for transmission to the student. On request, the student shall receive a summary of the comments from the DGS.

3: The paper is worthy of submission to a journal and so fulfills the requirements for the PhD program.
   - The paper makes a contribution to existing literature AND
   - The paper engages current literature in the field as appropriate AND
   - The paper is clearly written and effectively organized AND
   - The paper is reasonably argued.

2: The paper does not fulfill the requirement for the PhD.
First submission: The paper has promise, but fails to fulfill one or more of the above criteria.  
Second submission: The paper has promise, but fails to fulfill one or more of the above criteria, and/or (if the submission is a revision of the original paper)  
   fails to respond to weaknesses as indicated by faculty comments on first submission.  
1: The paper has serious deficiencies.  
   The paper makes a weak or trivial contribution to literature. OR  
   The paper fails to engage relevant literature as appropriate. OR  
   The paper is superficial or confused in its presentation. OR  
   The paper has a lack of argument or errors or gaps in the argument. OR  
   (If the submission is a revision of the original paper and the original grade was a 1) The paper fails to respond to weaknesses as indicated by faculty comments on first submission.  

Grading Outcomes  

3: Two or more faculty members gave the paper a grade of 3 on the first or second submission.  
   Student may defend the paper to advance to candidacy.  

2: Two or more faculty members gave the paper a grade of 2 OR one gave it a 2 and one gave it a 1.  
   First Submission:  
   1) The student may rework and resubmit the paper.  
   2) If the student has completed all other requirements to be advanced to candidacy, she can receive a terminal MA.  
   3) If the student has not completed all other program requirements, the student may enter either MA program and complete the additional program requirements for a terminal MA.  
   4) The student may choose to leave the program.  
   Second Submission:  
   1) The student may receive a terminal MA if the student has completed all other requirements to be advanced to candidacy.  
   2) If the student has not completed all other program requirements, the student may enter either MA program and complete the additional program requirements for a terminal MA.  
   3) The student may choose to leave the program.  

1: Two or more faculty members gave the paper a grade of 1. The paper does not fulfill the requirements for the PhD and is not well enough crafted to merit the award of a terminal MA.  
   First Submission:
1) The student may rework and resubmit the paper.
2) If the student has completed all other requirements to be advanced to candidacy, she can receive a terminal MA.
3) If the student has not completed all other program requirements, the student may enter either MA program and complete the additional program requirements for a terminal MA.
4) The student may choose to leave the program.

**Second Submission:**
1) The student may receive a terminal MA if the student has completed all other requirements to be advanced to candidacy.
2) If the student has not completed all other program requirements, the student may enter either MA program and complete the additional program requirements for a terminal MA.
3) The student may choose to leave the program.

If the paper receives a committee grade of 1 or 2 on the first submission, the student will be allowed to revise and resubmit the paper **the following semester**. If the paper requires resubmission, the same committee (if possible) will receive the resubmitted paper for review.

**The student may also choose to submit a new paper** but this paper will be subject to the same deadline as a resubmission.

**NOTE:** If the student submits a new paper, the submission will still be considered a second submission (no further rewriting will be allowed).

**Oral Defense**

If the paper receives a committee grade of 3, then the student will publicly defend the paper orally no later than finals weeks of the semester the paper was submitted. The oral defense will be a Pass/Fail defense of the paper involving the three faculty members who graded the paper and two other faculty members to be chosen by the DGS in consultation with the student. The DGS shall appoint a chair from among the members of the examining committee. The Defense shall be no more than 90 minutes. There shall be one round of questions with the possibility of a second round. The discussion will then be opened to the floor. **Three of the five members of the faculty board must award a Pass for the overall grade to be considered a Pass.**

If students fail to adequately defend the paper they may be permitted **one oral re-defense** of the paper at a time designated by the DGS, no later than during the semester following the initial defense.

**Completion of Requirement**

Students will be considered to have passed the requirement for the PhD program after successful oral defense of the qualifying paper. Students who do not successfully defend their papers will not be allowed to continue in the PhD program. The student may receive a terminal MA (if the student has completed all other requirements to be advanced to
candidacy) OR the student may enter either MA program and complete the additional program requirements for a terminal MA.

Explanation of Requirements for Ph.D. Program

A. 48 credits of course work is equivalent to 16 classes. They may include up to 18 hours of philosophy credits from an MA degree or up to 6 hours in other fields, as approved by the Department.

B. 12 credits of Phil. 8999 Dissertation credits (See above).

C. Foreign Languages: See above

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

The purpose of the Dissertation Qualifying Paper:

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

E. Advancement to Candidacy:

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

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

1. The Proposal

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

   a. The student finds a faculty member willing to work with him or her on a dissertation in a given area.

   b. The student and director delimit the topic to a precise problem. They discuss provisional names of second readers and other members of the committee. The student may at this point discuss his or her provisional plans with the provisional committee members.

   c. The student reviews the published results of work already done on the topic.

   d. The student and the Director agree on the sources, primary and secondary, to be used.

   e. The student writes a proposal, following the Graduate School guidelines.

   f. Once the proposal is acceptable to the director, the student talks to the Director of Graduate Studies to see which faculty members are available to sit on the committee. Committees have four faculty members.
g. The student asks faculty members to sit on the committee. The faculty members read the proposal, and if they are still willing to work on the project, a defense of the proposal is set up.

h. At the meeting, faculty members may ask for revisions of the proposal. Note that this is an important meeting, since all parties involved with the dissertation are signing an agreement concerning the contents of the dissertation. Among the issues to be considered are: whether the student is prepared to read the primary texts in the original languages, any deficiencies in the bibliography, the extent to which the student will be expected to consult the works in the bibliography, whether the thesis to be defended is clearly stated in the proposal, whether the methodology for defending the thesis is clearly stated in the proposal, whether a page limit should be established for the dissertation, whether the dissertation, as proposed, can be completed in a reasonable time period.

i. Once all members agree to sign off, the proposal is given to the Director of Graduate Studies. He or she reviews the document, asks for any necessary revisions, signs off on the proposal and forwards the proposal to the Graduate School. It is the Graduate School that ultimately accepts the proposal.

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

3. **The Defense:** Once the director and second reader agree that the dissertation is defensible, the dissertation is ready to go to the full committee, and the 60 day clock may be started. The departmental procedure the student follows is:

   A) Submit 4 copies of the dissertation to the Director. He or she will attach a form that he or she and the second reader sign. This form lets the other committee members know that the dissertation is, in their opinions, ready for defense. The form must have a projected defense date that is at least 60 days from the date the dissertation is distributed to committee members. The date selected for the defense should fit the teaching and research schedules of the committee members. The committee members have 30 days to read the dissertation.

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

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

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

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

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

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

Grade Achievement Quality Points

A Excellent 4.00
AB 3.50
B Satisfactory 3.00
BC 2.50
C Minimally acceptable on a limited basis for graduate credit 2.00
CD Not approved for graduate students
D Not approved for graduate students
F Failure 0

Quality points are not affected by the following grades:
W Withdrawal (before withdrawal deadline)*
UW Unexcused Withdrawal
S/U Satisfactory/Unsatisfactory**
CR Completed Requirement of enrollment in a course that carries no credit
Au Audit***
I Incomplete
X Missed Examination
IX Both Incomplete and Missed Examination

A QPA of 3.00 or better is required to graduate.
More Dissertation Information and Dissertation Guidelines

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

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

The initial stage in this process will be for the student, in consultation with the advisor, to secure a dissertation director. The director should be someone who is knowledgeable in the field in which the student proposes to work and with whom the student can have a comfortable and productive working relationship. The director, in consultation with the student and the Director of Graduate Studies, sets up a dissertation committee consisting of the director, a second reader, and two additional readers.

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

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

These Philosophy Department procedures require that the second reader approve a final version of the dissertation as defensible prior to the distribution of this final version to the entire committee. The Committee then has 30 days in which to determine whether the dissertation should proceed to defense. If it is so approved, the Committee members will sign the required
forms for setting the date for the oral defense. That oral defense may take place no less than 30 days after the signing of the required forms.

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

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

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

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

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

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

Students should see that they are fully aware of dissertation guidelines, timetables and associated departmental and Graduate School policies expediting progress through this last stage of the Ph.D. program. The successful completion of the dissertation is a most challenging and rewarding project in which both students and the department takes great pride.

**Guidelines on the Sequence for Completing Your Dissertation**

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

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

- Last semester courses: If it can be worked out, consider having one of your courses be an independent study. The subject of the independent study can be your dissertation outline proposal. Here’s the idea. Say you think you’re going to write a dissertation on Aquinas on the soul. See if someone on the faculty—perhaps your future director—will do an independent study with you on Aquinas on the soul. This can give you a nice start into the post DQP phase of your career.

- Dissertation Qualifying Paper (DQP) preparation: If you complete courses in the spring semester, plan to submit your dissertation qualifying paper not later than the following semester. You should submit your paper no later than the semester after the completion of course work. After all, your course work is preparation your qualifying paper. You are not inventing the wheel; you are preparing to make a contribution to the philosophical literature on a specific topic or area.
A number of our Ph.D. students after completing the DQP realize they have virtually no idea about what subject they intend to write a dissertation. It has been suggested above that practical ways to avoid this predicament include an independent study at the end of course work on your proposed dissertation area or topic, and choosing an area for your DQP which will be your area for your dissertation. Perhaps more importantly, by your second year in grad school, you should be thinking about your dissertation topic. Pin down an area, e.g., philosophy of religion. The test is something like this: What really interests me philosophically? What is important to me? To what sorts of issues do I wish to devote my professional career? Constantly ask yourself these questions. You are then likely to arrive at an area for your dissertation. As you get closer to completion of the DQP, start fine tuning. Say you have read and have been impressed by Alston’s claim that religious experience can be a ground for religious belief but you hold that Alston’s work needs to be explored further in greater depth. Now you’re starting to develop a thesis topic. Asking and answering these questions can greatly reduce the time required to write an outline after completion of the DQP.

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

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

• Writing your dissertation

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

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

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

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

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

Time Limit and Extension

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

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

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

Steps for Reporting Misconduct

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

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

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

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

Marquette University also has an anonymous reporting system called EthicsPoint, which you can access through the following link: https://secure.ethicspoint.com/domain/media/en/gui/13821/index.html
Student Procedures for Contesting Philosophy Grades Considered Unjust

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

Academic Honesty

All students are expected to familiarize themselves with the rules and regulations concerning possible issues of Academic Dishonesty as those are stated in the Graduate School Bulletin for 2009-10 and the College of Arts and Sciences Faculty Handbook of Procedures. Both are available at the Marquette University Website. Students may consult the Director of Graduate Studies for any needed clarifications.

The following is taken from the Graduate School Bulletin of 2009-2010:

“PREAMBLE
Marquette University is committed to developing the whole person, spiritually, mentally, physically, socially, and ethically. As an institution of higher education, love of truth is at the center of the university’s enterprise, and academic honesty, in all its forms, is an explicit value of the university. The development and practice of academic honesty and integrity, both inside and outside the classroom, are expectations for all members of the university community. In order to cultivate academic honesty in its students, instructors take every opportunity to help students appreciate both the process and the principles of academic integrity. Academic honesty can be best understood by academic ethical standards guiding faculty in their work. That is to say, an individual’s contributions, in terms of words and scholarly findings, belong to him or her alone. Furthermore, the integrity of that which one claims to be scholarly knowledge rests on the accurate demonstration of the assumptions and reasoning that produced it. These standards are used as the implicit basis for teaching and learning in the university. In order for instructors to fairly assess the quality and quantity of a student’s learning as determined by work that students represent as their own, a relationship of trust between instructor and student is essential. Because violations of academic integrity most often involve, but are not limited to, efforts to deceive instructors, they represent a breach of the trust relationship between instructor and student, and undermine the core values of the university.

Responsibility For Academic Honesty

This policy applies to all undergraduate programs and to students and faculty in some programs under the auspices of the Graduate School. Graduate School generically refers to all graduate and professional schools and students, and terms such as associate vice provost or associate/assistant dean will refer to the appropriate official in the other colleges/schools. Graduate School students should appeal to the Graduate School while professional students should appeal to the appropriate person in their college or school, i.e., Graduate School of Management or College of Health Sciences. School of Dentistry and Law School students must follow the policies put forth by their respective schools.

ACADEMIC HONESTY consists of truth telling and truthful representations in all academic contexts. All members of the academic community have a responsibility to ensure that academic honesty is maintained. In what follows the wording “chair” refers to either a department chair or an equivalent official, “associate dean” refers to either an associate dean or an equivalent official, or in the case of the Graduate School it will refer to the assistant vice provost for graduate programs, the word “college” refers to a college, school, or other academic unit, and the words “assigned college” refers to the degree granting college or school (i.e. for graduate students the assigned college is the Graduate School).

Faculty have primary responsibility for:

1. Upholding and enforcing university wide principles of academic honesty and integrity and informing students of these principles including any qualifications that may be operative in the classes they are teaching.
2. Minimizing opportunities for academic dishonesty in their courses.
3. Confronting students suspected of academic dishonesty in a way that respects student
privacy.
4. Affording students accused of academic dishonesty the right to appeal any resulting disputes to disinterested parties for hearing and resolution.
5. Assigning an appropriate grade to a student who engages in academic dishonesty.
6. Reporting all instances of academic dishonesty to the associate dean of the college offering the course.
7. Protecting the anonymity of any student reporting an incident of academic dishonesty to the extent permitted by due process required for the accused and other legal requirements.

Students have responsibility for:
1. Refraining from cheating and plagiarism.
2. Refusing to aid or abet any form of academic dishonesty.
3. Notifying professors and/or their advisor about observed incidents of academic misconduct.

The anonymity of a student reporting an incident of academic dishonesty will be protected to the extent permitted by law.

**Definitions Of Academic Dishonesty**

ACADEMIC DISHONESTY applies equally to electronic media and print, and involves text, images, and ideas. It includes but is not limited to the following examples:

**Cheating**
1. Copying from others during an examination.
2. Communicating exam answers with other students during an examination.
3. Offering another person’s work as one’s own.
4. Taking an examination for another student or having someone take an examination for oneself.
5. Sharing answers for a take home examination or assignment unless specifically authorized by the instructor.
6. Tampering with an examination after it has been corrected, and then returning it for more credit.
7. Using unauthorized materials during an examination.
8. Allowing others to do the research and writing of an assigned paper (including use of the services of a commercial term paper company).

**Dishonest Conduct**
1. Stealing or attempting to steal an examination or answer key from the instructor.
2. Changing or attempting to change academic records without proper sanction.
3. Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.
4. Intentionally disrupting the educational process in any manner.
5. Allowing another student to copy off one’s own work during a test.

**Plagiarism**

Plagiarism is intellectual theft. It means use of the intellectual creations of another without
proper attribution. Plagiarism may take two main forms, which are clearly related: 1. To steal or pass off as one’s own the ideas or words, images, or other creative works of another and 2. To use a creative production without crediting the source, even if only minimal information is available to identify it for citation.

Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part, in one’s own words), and for information that is not common knowledge.

Collusion

Any student who knowingly or intentionally helps another student perform any of the above acts of cheating, dishonest conduct, or plagiarism is subject to discipline for academic dishonesty.

Research Misconduct
Marquette University has a duty to ensure the integrity of research and will respond to any allegation of research misconduct in a thorough, competent, timely, objective, and fair manner. Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. The research misconduct policy applies to faculty, students, and others who are employed by or affiliated with Marquette University. Students who are accused of misconduct related to grant-funded research shall be governed by the procedures of the research misconduct policy, found at www.marquette.edu/orsp/policies/upp.shtml. Students who are accused of misconduct related to research that is not grant-funded and is a part of a student’s academic program will be governed by the University Policy on Academic Honesty, found at www.marquette.edu/rc/academichonesty.shtml. Any uncertainty related to which policy will govern a given situations will be decided by the research integrity officer.

Consequences Of Academic Dishonesty
Regardless of how alleged acts of academic dishonesty are brought to light, faculty and instructors retain the responsibility and the authority to investigate all allegations, although, as outlined below, university administrators may lead these investigations. Because the consequences for academic dishonesty can be severe, the decision to penalize a student for such infractions must be the result of a thorough review. The procedures to be used for adjudicating suspected acts of academic dishonesty are determined by the nature of the misconduct and the seriousness of the offense.

Procedures For Incidents Of Academic Dishonesty
Students found committing acts of academic dishonesty will be subject to the Marquette University procedures for incidents of academic dishonesty. In what follows the wording “chair” refers to either a department chair or an equivalent official, “associate dean” refers to either an associate dean or an equivalent official, or in the case of the Graduate School it shall refer to the assistant vice provost, the word “college” refers to a college, school, or other academic unit, and the words “assigned college” refers to the college granting the degree (i.e. for graduate students
the assigned college is the Graduate School).

**FIRST OFFENSES**

Many, perhaps most, incidents of academic dishonesty involve accusations which are based on clear evidence and which are not contested by the accused student. In such cases, if the infraction is relatively minor and there is no indication that the accused student has previously been involved in such incidents, it is most appropriate that the matter be resolved between the student, the faculty member, and the chair of the department offering the course.

When a faculty member has evidence of a student’s academic dishonesty, the faculty member must initiate communication with the student within 15 calendar days of discovering evidence of academic dishonesty. The faculty member must then present the evidence to the student in a private meeting, always with a facilitator present (e.g., department chair or designee). This meeting should take place within 15 calendar days of the student being notified of the allegation or as soon thereafter as possible. If, after this meeting, it is decided that the student did participate in academic dishonesty the faculty member may follow up with one or more of the following actions:

1. Issue a reprimand to the student
2. Require repetition of the questionable work or examination
3. Reduce the grade on the questionable work or examination (faculty can reduce the grade down to and including an “F” or zero)
4. Recommend that the student be administratively withdrawn from the course
5. Recommend that the student be given a final grade of “F” for the course

The faculty must maintain careful documentation of the incident. It is essential that any disciplinary action be reported in writing to the student in a letter from the faculty member. The faculty member is strongly encouraged to consult with his or her associate dean for questions about appropriate discipline and the form and content of the letter sent to the student. Reference to the “Marquette University Policies on Academic Honesty” should be included in the letter. The letter to the student must be sent out within 15 calendar days of the meeting and may be sent by email with settings for “notify sender of receipt and of opening”. At the same time the letter is sent to the student, a copy must be sent to the department chair and associate dean of the college offering the course. In turn, within 5 working days, the associate dean of the college offering the course will communicate in writing details of the incident to the associate dean of the student’s assigned college, to ensure that penalties assessed are commensurate with the offense and that repeated infractions can be detected and dealt with appropriately. The associate dean of each college is responsible for maintaining confidential records concerning academic dishonesty of students enrolled in that college. All letters reporting faculty imposed academic penalties for academic misconduct will be included in these files.

In most incidents the disciplinary response and procedure for incidents of academic dishonesty concludes at this step.

**Student’s Appeal**

Students have the right of appeal of the allegations of academic dishonesty and the disciplinary actions of the instructor if the student believes the alleged incident of academic dishonesty
and/or resultant academic discipline to be unfounded, biased, or capricious. In this case the student should submit a formal written appeal stating the grounds for appeal and available documentation to the associate dean of the college offering the course within 15 calendar days of the notification of the instructor’s decision. Upon receipt of the appeal the associate dean may convene a review of the student’s actions by a college panel. The associate dean and/or panel reviews the details of the student’s actions and may ask to speak to the student, the instructor, the chair of the department offering the course, associate deans, and others. The associate dean of the college offering the course will determine the appropriate disciplinary action and, within 15 calendar days of receipt of the appeal, will provide a written statement to all parties concerned.

**Disciplinary Recommendations By Faculty Of Adw Or F**

If the faculty member recommends that the student be administratively withdrawn from the course and assigned a final grade of ADW or that a final grade of F be assigned, the associate dean of the student’s assigned college (the assistant vice provost for graduate programs) will review the details of the incident and make the final decision within 5 working days of receipt of the request, and provide a written statement to all parties concerned.

Students have the right to appeal the decision of the associate dean to issue grades of ADW or F to the dean of the student’s assigned college (the dean of the Graduate School in the case of graduate students). This appeal must be made within 15 calendar days of the notification of the grade change. The final decision to uphold or modify the action of the associate dean will be provided to the student and associate dean within 15 calendar days of receipt of the appeal. The decision of the dean is final.

**Repeat Or More Serious Offenses**

When the associate dean (in the case of graduate students to the assistant vice provost for graduate programs) of the student’s assigned college is aware of or determines that the student has engaged in multiple incidents of academic dishonesty or the incident in question is of a more serious nature he/she will convene a review of the student’s actions by a college panel within 15 calendar days of learning of the most recent incident. In the case of graduate students, such a panel will be composed of a sub-committee of the University Board of Graduate Studies. More serious incidents may involve repeat offenses, cause injury or harm to others outside the academic community, or other actions deemed to warrant additional consideration. These incidents of academic dishonesty call for more serious disciplinary action up to and including campus wide sanctions of suspension or expulsion. Where incidents involve possible violations of the University Code of Conduct, in addition to the alleged academic dishonesty, consultation with the Office of Student Development is recommended.

Each college will have guidelines for the composition and selection of the College Panel to assure a review by experienced faculty and/or administrators not directly involved in the incident(s). The panel reviews all aspects of the student’s record, the details of the student’s behavior and may ask the student, instructor(s), and others to speak with the panel. Within 15
calendar days of being given the charge, the panel will forward its recommendations for appropriate and just disciplinary action to the associate dean (in the case of graduate students to the assistant vice provost for graduate programs) of the student’s assigned college with a copy to the dean. All disciplinary decisions that involve a campus wide sanction, such as suspension or expulsion, will be made by the dean of the student’s assigned college with all other actions being taken by the associate dean.

Within 15 calendar days of receiving the panel’s recommendation, the associate dean or dean, as appropriate, makes the decision known to the student via written documentation that includes a description of the academic dishonesty, the process the decision went through, the resulting decision and appeal procedures. A copy of the decision is placed in the student’s academic file with a copy provided to the Office of the Provost.

Students have the right of appeal of the allegation of academic dishonesty and the disciplinary actions of the associate dean or the dean of the student’s assigned college. Such appeals must be made within 15 calendar days of receipt of the letter. Actions taken by the associate dean should be appealed to the dean of the student’s assigned college. The final decision to uphold or modify the action of the associate dean will be provided to the student and associate dean within 15 calendar days of receipt of the appeal. The decision of the dean is final.

For actions of the dean involving campus-wide sanctions, such as suspension or expulsion, students have the right of appeal to the Office of the Provost. A formal written appeal stating the grounds for appeal and available documentation is to be submitted to the Office of the Provost within 15 calendar days of the notification of the decision of the dean. The provost or designee will conduct a review of the appeal materials, may seek additional information, and may consult with the student, faculty, chair(s), associate dean(s), deans, and others. The final decision to uphold or modify the action of the dean will be provided to the student and to the dean and associate dean of the student’s assigned college within 15 calendar days of receipt of the appeal.

A copy of the provost’s decision will be placed in the student academic file. The decision of the provost is final.

**Other Considerations**

The associate dean may exclude students who have on file recorded acts of academic dishonesty, as defined by this policy, from consideration for academic honors at graduation. Exclusion from consideration for honors is not for the purposes of this policy to be considered a campus wide sanction.

**Maintenance Of Disciplinary Records**

Records relating to academic dishonesty will be maintained by the associate dean of the student’s assigned college to promote consistency of penalties for academic dishonesty and to ensure appropriate action against repeat offenders. In order to ensure that minor and nonrecurring infractions do not negatively impact a student’s career beyond Marquette University, a student may petition to the associate dean of his or her academic college to have relevant academic disciplinary records expunged after the student graduates or leaves the university. The associate dean has sole authority to consider and to grant or deny such petitions. The university
will release a student’s disciplinary records to potential employers, governmental agencies, other educational institutions, or other organizations or individuals only if authorized to do so by the student in question or compelled by law” (*Graduate Bulletin 2009-2010*, Marquette University, 9-13; *Graduate Bulletin 2010-2011*, 9-13).

**Marquette University Statement on Human Dignity and Diversity**
As a Catholic, Jesuit university, Marquette recognizes and cherishes the dignity of each individual regardless of age, culture, faith, ethnicity, race, gender, sexual orientation, language, disability or social class. Precisely because Catholicism at its best seeks to be inclusive, we are open to all who share our mission and seek the truth about God and the world. Through our admissions and employment policies and practices, our curricular and co-curricular offerings, and our welcoming and caring campus environment, Marquette seeks to become a more diverse and inclusive academic community dedicated to the promotion of justice.

Our commitment to a diverse university community helps us to achieve excellence by promoting a culture of learning, appreciation and understanding. Each member of the Marquette community is charged to treat everyone with care and respect, and to value and treasure differences. This call to action is integral to the tradition which we share.

**Racial Abuse and Harassment Policy**
Marquette University, as a Catholic institution, is dedicated to the proposition that all human beings possess inherent dignity in the eyes of their Creator and equality in the eyes of each other. The university entirely and consistently condemns, as a matter of principle, any unlawful or wrongful discrimination against the rights of others.

As the university is committed to maintaining an environment in which the dignity and worth of each member of its community are respected, it is the policy of the university that racial abuse or harassment of or by students, faculty, staff, and guests or visitors will not be tolerated. Such behavior of identified individuals or groups will be subject to appropriate action including, but not limited to education, probation, suspension, or expulsion from the institution or the campus, and/or civil or criminal action in some instances.

Racial abuse is defined ordinarily as verbal, written, or physical conduct directed at a person or a group based on one’s color, race, national origin, or ethnicity where the offensive behavior is intimidating, hostile or demeaning, or which could or does result in mental, emotional, or physical discomfort, embarrassment, ridicule, or harm.

Racial harassment differs from general abuse only in that it is defined ordinarily as repeated, persistent or continual verbal, written, or physical conduct directed at a person or a group or different individuals on separate occasions.

Racial abuse and harassment include not only offensive behavior which interferes with a
person’s or group’s well-being or development, but also such behaviors which interfere with one’s employment or educational status or performance, or which create a hostile working, academic, or social environment.

It is a violation for a university person, student, faculty, administrator, staff, guest or visitor, or anyone else acting at the instigation of a university person to:

1. Engage in any form of racial abuse or harassment intentionally or unintentionally on the campus, on the immediately adjoining sidewalks or streets, or in the off-campus area.
2. Retaliate against a person who has initiated an inquiry or complaint having to do with racial abuse or harassment.

Information about a concern or complaint is available from the following offices: Dean of Students, Multicultural Center, Campus International Programs, Academic Deans/Directors, and Affirmative Action. Anyone with a concern or complaint about a student should contact the Dean of Students, Multicultural Center, or Campus International Programs. Anyone with a complaint about an employee (including a student employee) should contact that person’s immediate supervisor. If the complaint is with the immediate supervisor, the employee should contact the supervisor’s immediate superior. A complaint about a guest or visitor should be called to the attention of the host or the supervisor of the area or event where the concern has arisen. Any student or employee may also contact the Affirmative Action Officer for counseling and assistance.

The right of confidentiality for any party involved in a racial abuse or harassment incident, including the complainant and the accused, will be respected insofar as it does not interfere with the university’s obligation to investigate allegations of misconduct and to take corrective action where appropriate.

**Sexual Harassment Policy**

Marquette University is committed to maintaining an environment in which the dignity of each member of its community is respected. Sexual harassment, by, or of, either sex is prohibited by faculty, administrators, staff, students or other individuals who may be present on Marquette’s campus or in any other location for a Marquette-sponsored activity. It is also prohibited to retaliate in any way against an individual who has initiated a sexual harassment complaint. The University maintains a "zero-tolerance" stance toward sexual harassment and will address and investigate all complaints in a timely, comprehensive and equitable fashion. Violators of this policy will be subject to appropriate corrective and disciplinary action, up to and including separation or termination from the University.

Academic and non-academic management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. All members of the University community, faculty, administrators, staff, and students, are required to promptly report, pursuant to these policies and procedures, conduct that could be in violation of this policy.
The University will (1) respond to every formal and informal complaint of sexual harassment reported; (2) take action to provide remedies when sexual harassment is discovered; (3) impose appropriate sanctions on offenders in a case-by-case manner; and (4) protect the privacy of all those involved in sexual harassment complaints to the extent it is possible.

**What is Sexual Harassment?**

Sexual harassment is defined, within the workplace for employees and/or within the academic and/or residential experience for students, as any unwelcome sexual advances, demands, requests for sexual favors, innuendoes or any other verbal or physical conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education experience; or (2) Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or (3) Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with, an individual's work or academic performance by creating an intimidating, hostile, or offensive working or educational environment.

Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy will not abridge academic freedom. Bona fide "consensual" relationships likewise will not be considered harassment under the intent of this policy.