

Doctoral Program Planning Form (DPPF) – Instructions
(Sebastian Luft, February 2021)

General Instructions: The DPPF should be filled out as soon as possible after entering the program and completed within the 1st year. The DGS will alert you to it at the beginning year orientation in August. You should fill it out to the best of your knowledge and submit it to the DGS (who is your default 1st-year advisor) and discuss it with them. Once the DGS has approved it, the DGS will send it on (electronically) to the Graduate School, cc'ing you. Accompanying documents (including your program planning form and transcripts from your previous institution[s]) will have to be submitted as well; the documents will be checked at the Grad School and you will receive an email note in return, either asking you to amend or clarify something, or to notify you that it is accepted and on file. Keep this email confirmation (as well as my submission) on file.

It is important that the DPPF is submitted as soon as possible, as it is the official statement of record on you as you enter the program. The Graduate School will use that information at the time of graduation to compare what you promised in the DPPF and what you actually did, so it is in your own best interest that the information is correct and complete.

Filling out the form:

Student information: Please fill out where you can be reached for snail mail. For email, please use the MU email you have been given for official correspondence. Your default 1st year advisor is the DGS. Leave the "Specialization" field empty.

Credit Requirements (p. 2): Please study the Graduate [Bulletin](#) and the credit requirements closely and fill out accordingly. The instructions on how many total credits you should take, how many you can transfer in (up to 18), and how many you still need to take, should be clear.

Language Requirements: We require 1 language. You can fill out which language you want to take to the best of your knowledge, though this can change. If the language you require is not listed, you may enter it in "other" (and to be approved by the DGS). The DGS will discuss the options of how to fulfill the language requirement.

Residency Requirements: Please fill out, to the best of your knowledge, when you intend to fulfill these, though taking coursework will typically take around 2 years, so this should be obvious.

Completion Schedule: These are requirements you need to study and agree to by initialing the boxes.

Graduate Credits: This is the most important part of the DPPF and you want to make sure you do this part carefully.

Transfer Credits: You can transfer in up to 18 graduate courses that you took in your previous institution. You can only transfer in graduate courses and you may have taken graduate courses in your bachelor's studies; these are acceptable as well if they go above and beyond your BA requirements. You should discuss which credits you want to transfer in with the DGS, who will have to approve which credits you can transfer in. Points of discussion may be: courses in other departments but which are adjacent (enough) to Philosophy to count (say, history or literary studies); courses that would count as satisfying certain courses required from Marquette-Philosophy. You have to argue for this acceptance, and the DGS might ask you to produce the syllabus of the course you took. Please draw up a chart as indicated on p. 3 of the form and append transcripts (and, as appropriate, syllabi) to it.

Marquette PhD Credits: Please draw up a new chart and list all courses you intend to take at Marquette to satisfy the requirements. Note that you may not know yet which courses will be offered next AY, so please fill out the sheet to the best of your knowledge, listing courses you should take, should they be offered. This list needs to be complete, going into the (partly unknown) future.

So what happens if certain courses on the books are not offered?

1. We have distribution requirements instead of the rigid rule that students *have* to take the Plato/Aristotle/Aquinas/Augustine/Kant courses. That means, a course on "Plato's *Republic*" or "Aristotle's Critique of Plato" or "Kant and his Critics" can satisfy the respective requirements, if so approved by the DGS. So check with the DGS if the courses you intend to take will count.
2. Approving other courses for certain other courses in the Bulletin (for instance, special topics courses [Phil 6959] for an ethics or social & political requirement) is a matter of the DGS and will be handled unbureaucratically. Every effort will be made to not unnecessarily prolong the time to finish your coursework.

Sign and date the document on bottom of p. 3 and submit it to the DGS, who is also your Advisor.