PEOPLE PLAYING A SPECIAL ROLE IN THE PHILOSOPHY GRADUATE PROGRAM

**ACTING CHAIR:**
Paul Taylor  
Paul.c.taylor@vanderbilt.edu

**DIRECTOR OF GRADUATE STUDIES:**
Kelly Oliver  
Kelly.oliver@vanderbilt.edu  
615-343-0334

**PROGRAM COORDINATOR FOR THE GRADUATE PROGRAM:**
Jonathan Bremer  
j.bremer@Vanderbilt.Edu  
615-322-7747

**OFFICE ADMINISTRATOR:**
Elizabeth Fiss  
elizabeth.n.fiss@vanderbilt.edu  
615-322-2637

**OMBUDSPERSON:**
Karen Ng  
Karen.ng@vanderbilt.edu  
615-343-0334

**TEACHING SUPERVISOR:**
Julian Wuerth  
Julian.wuerth@vanderbilt.edu

**COLLOQUIUM COORDINATOR:**
Matt Congdon  
Diana Heney

**PLACEMENT OFFICERS:**
Kelly Oliver  
Karen Ng

**GRADUATE ADMISSIONS COMMITTEE:**
Scott Aikin  
Kelly Oliver  
Julian Wuerth
The PhD Program is composed of the following requirements.

1. COURSEWORK REQUIREMENTS
2. LOGIC REQUIREMENTS
3. FOREIGN LANGUAGE REQUIREMENTS
4. DISSERTATION FIELD EXAM PROCESS REQUIREMENTS
5. DISSERTATION PROSPECTUS PROCESS AND DISSERTATION REQUIREMENTS
6. OVERVIEW OF REQUIREMENTS AND STANDARDS OF PROGRESS

1. COURSEWORK REQUIREMENTS

Credits

The Graduate School requires a total of 72 hours of credit (formal coursework plus registered research hours) for the Ph.D. Within this 72 credit hours, the Philosophy Department requires students to complete 47 credit hours of coursework. Graduate students are required to complete at least three three-credit courses each semester, from among those courses approved by the Department for credit toward the Ph.D, for each of the first five semesters. During the 1st fall semester, students also are required to take a two-credit Proseminar focusing on research and teaching. By the end of the 5th semester, therefore, students will have taken a minimum of 47 credits of course work, with at least 11 in the 1st semester and 9 in each of the following four semesters.

12 Seminars. By the end of the 5th semester, graduate students must have taken at least 12 regularly-scheduled graduate seminars (36 credit hours) in the Department of Philosophy.

Proseminar. In their 1st semester of graduate study, all graduate students must pass a 2-credit Department seminar on teaching and research methods. This course, graded on an A/F basis, will include guest participation by many members of the faculty.

Other Possible Sources of Credit for Remaining 9 Credit Hours. The regularly-scheduled graduate seminars and the proseminar must together account for a minimum of 38 of the required 47 credits of coursework in the Philosophy PhD program. This leaves students with some flexibility regarding the remaining 9 credits:

(1) Regularly-scheduled graduate seminars: Students may take additional regularly-scheduled graduate seminars in the Department of Philosophy toward remaining 9 credits;

(2) Independent Studies: Students may take, with DGS approval, PHIL 8050: Readings in Philosophy (i.e., an independent study) with Department faculty
toward the remaining 9 credits. Here student and professor must agree in writing to a one-semester (and no more) course of study that includes a reading list and writing assignments. Students must complete the “Request for Independent Study/Directed Studies/Readings & Research” form to enroll in the course. The form requires *original* signatures from the student, instructor, and DGS. The form must be filed with the Department, no later than the first week of classes and submitted to the Graduate School, no later than the tenth day of classes.

(3) Enhanced undergraduate-level courses: Students may take, with prior DGS approval, enhanced undergraduate level courses with Department faculty toward the remaining 9 credits. In this case, students are expected to do additional work beyond the undergraduate requirements for the course. Here student and professor must agree in writing to a one-semester (and no more) course of study that includes writing assignments. Students must complete the “Request for Permission to Receive Graduate Credit for an Undergraduate Level or Professional Course” form to enroll in an undergraduate class for graduate credit. The form requires *original* signatures from the student, instructor, and DGS. The form must be filed with the Department no later than the first week of classes, and it must be submitted to the Graduate School no later than the tenth day of classes.

(4) Transfer Credit: Under unusual circumstances and with DGS approval, at most 6 credits can be transferred into the PhD program toward the 47 credit requirement. Students entering the PhD program with graduate credit in Philosophy from strong graduate programs who would like to transfer in credit can petition to do so at the end of the spring semester of their first year. They need to set up a meeting with the DGS and supply the DGS with their transcript/s, course syllabus/syllabi, and their coursework. They should also be prepared to discuss how such transferred credit might fulfill course distribution requirements.

Please Note: Graduate courses taken while at Vanderbilt in departments other than the Philosophy Department do NOT count toward the required 47 hours of the Departmental coursework, but they do count toward the 72 hours required by the Graduate School for the PhD.

After completing coursework, students will enroll in 9 hours of PHIL 8999 (Non-Candidate Research) and PHIL 9999 (PhD Dissertation Research) each semester until they have earned 72 credit hours. Once students have sufficient credits, students will continue registering for 0 credit hours of PHIL 9999 (PhD Dissertation Research) each semester to maintain their active student status until graduation.

Course Distribution
Students will take at least 5 seminars in the History of Philosophy and at least 5 seminars in Topical Areas of Philosophy, with the additional stipulation that students must take seminars from at least 3 different categories in each. The Topical Area and History categories are as
follows, and the categorization of each graduate seminar in any given semester will be designated on the Departmental course schedule.

**Topical Area Categories**
- T1. Mind and Language
- T2. Ethics, Politics, and Aesthetics
- T3. Metaphysics and Epistemology
- T4. Race, Gender, Identity
- T5. Contemporary Philosophical Movements

**Historical Categories**
- H1. Ancient Philosophy
- H2. Medieval Philosophy
- H3. Modern Philosophy
- H4. 19th Century Philosophy
- H5. 20th Century Philosophy
- H6. Trans-era History of Philosophy

**Instructor Distribution**
By the end of the 5th semester, graduate students must have taken seminars from at least 8 different tenured or tenure-track faculty in the Philosophy Department.

**Policy on Incompletes**
If a student wishes to get a grade of Incomplete for a given course, the student must meet with the instructor at least one week before the final week of classes. In that meeting a specific plan for completion of the work, including a submission date, must be approved by the instructor. The instructor should also specify the grade the student will receive if s/he does not meet the deadline for the incomplete. For final approval, the student must then submit to the DGS an “Incomplete Request Form” signed both by the student and the instructor (this form specifies the agreed-upon completion plan and the student’s current incompletes). An Incomplete grade will not be approved if a student already has an incomplete. No incompletes may be carried past August 1. Also, incompletes may negatively impact the possibility of receiving Departmental support for professional development, so students are advised to discuss this possibility with the DGS.

**Course Grades**
A student must earn a grade of B or higher in each course counted toward the 47 hours. Grades in the A range are the norm for graduate students, while grades in the B range are the exception. If a student accumulates 3 grades in the B range, they will need to meet with the DGS to discuss their status.

Students enrolling in Philosophy 8999 (Non-Candidate Research) and Philosophy 9999 (PhD Dissertation Research) will be assigned S/U grades, in accordance with the Graduate School’s policy: “One U grade requires consultation between the student and the research advisor; a second U grade triggers a locally defined program-level intervention process involving (at least) the student, the research advisor, the student’s thesis or dissertation committee and the DGS; and a third U grade leads to de-matriculation. These steps are triggered by the accumulation of U
grades, not simply U grades in succession. Each U represents approximately one-half of one academic year of unsatisfactory progress. No credit hours are awarded for an enrollment that earns a grade of U.”

2. LOGIC REQUIREMENT
All graduate students must satisfy the Department’s logic requirement in one of two ways: a) by passing a Departmental logic exam, or b) by receiving a “B” or better in the Department’s Formal Logic & Applications course, PHIL 3003. PHIL 3003 is offered only in the fall semester. Students with no or minimal training in logic are strongly encouraged to audit PHIL 3003 in their 1st semester. The logic requirement must be satisfied by the end of the 3rd semester. If students wish to formally audit the logic course, students must submit the “Permission to Audit” form. The form requires *original* signatures from the student and instructor. The form must be submitted to the Department during the first week of classes and submitted to the Graduate School by the tenth day of classes.

The logic exam and course work will cover the following three areas and will require a demonstration of competence at a level sufficient to teach an introductory symbolic logic course:

1) informal concepts of logic;
2) translation into symbolic notation for both propositional and predicate logic; and
3) natural deduction proofs for both propositional and predicate logic.

Students should contact the DGS to arrange for the administration of the exam. The exam will be given only once at the end of each semester.

Students who fail the exam or who fail to receive a grade of “B” or better in Formal Logic & Applications may re-take the exam or re-do the work for Formal Logic & Applications the next time the Department schedules the exam and/or the course.

Students must take the logic exam by the end of the 1st semester, and must pass the logic exam by the end of the 3rd semester.

Formal Logic & Applications does not qualify for graduate credit and so does not count toward the minimum of 47 credits students must accumulate by the end of the 5th semester.

3. FOREIGN LANGUAGE REQUIREMENT
All graduate students must satisfy the Department’s foreign language requirement. The requirement is satisfied by passing a Departmental exam that tests for competence in an approved foreign language. The exam will be given after the student requests it from the Administrative Assistant to the Graduate Program, who will then arrange for the exam, together with the DGS. The timed translation exam will be blind-reviewed and graded by faculty
(typically but not necessarily Philosophy Department faculty) with special competence in the given foreign language. The exam will consist of the students translating into English (i) a text (selected by the faculty member administering the exam, in consultation with and approval by the DGS) by a single philosopher (selected by the student) and (ii) a second text (selected by the faculty member administering the exam, in consultation with and approval by the DGS) by a different philosopher (selected by the faculty member). During the exam, students may use a hard-copy dictionary. The translation exam will be marked pass or fail; passing it requires a demonstration of competence as measured by quality and quantity of translation.

Students must first take the foreign language competence exam by 9/1 of the 3rd semester and must pass the exam by 4/15 of the 4th semester.

4. DISSERTATION FIELD EXAM (DFE) PROCESS AND REQUIREMENTS

The Dissertation Field Exam (DFE), or Preliminary Exam, is a crucial component of the Vanderbilt Philosophy Department PhD program. The DFE takes place during the 6th semester, and by the end of this semester students are expected to have successfully transitioned from coursework to dissertation-related work. If students have satisfied all previous Department requirements, they will have this 6th semester off from teaching (in addition to no longer having any coursework) in order to be able to devote themselves fully to this Dissertation Field Exam as well as to the Dissertation Prospectus Abstract that follows the Dissertation Field Exam at the end of the semester. While the DFE takes place during the 6th semester, work related to the DFE begins earlier; work on the DFE Bibliography and planning of a DFE Committee should begin over the previous summer (the second summer); a complete draft of the DFE bibliography is due 12/1 of the 5th semester; and the DFE Committee must be reported by 12/1 of the 5th semester.

**Dissertation Field Exam Committee**

12/1 (5th Semester): Students must choose the members of their Dissertation Field Exam Committee and report news of this DFE Committee to the DGS and the Administrative Assistant to the Graduate Program by December 1 of their 5th semester. This committee needs to be composed of a minimum of 3 Philosophy Department graduate faculty members, one of whom is the DFE Committee Chair. This committee need not overlap in part or whole with the later PhD Committee, though there usually is significant overlap.

**Dissertation Field Exam Bibliography**

12/1 (5th Semester). Students must also submit a complete draft of their DFE bibliography to their DFE Committee members, the DGS, and the Administrative Assistant to the Graduate Program by 12/1 of this 5th semester. The bibliography should include approximately 50 sources and should follow bibliography formatting guidelines as specified in a leading source such as the Chicago Manual of Style. Students are advised to begin work on this bibliography over the previous (second) summer in the program.
1/15 (6th Semester). Students must have a complete DFE bibliography approved by their DFE Committee by 1/15, and students must email this approved bibliography to the DGS and the Administrative Assistant to the Graduate Program by this date.

Dissertation Field Exam Questions
2/15 (6th Semester). By 2/15, students must submit to the DGS, the Administrative Assistant to the Graduate Program, and to the member of the DFE Committee, a final List of Possible DFE Questions, previously approved of by the student’s DFE Chair. Usually anywhere from six to nine questions are given, each of which looks forward to the possible dissertation area.

Dissertation Field Exam
Spring Break (6th Semester). Students will be given their DFE (which will be a subset of the questions on the List of Possible DFE Questions) by their DFE Chair at some prearranged point during Spring Break and will be instructed by the DFE Chair about when to return the exam. Students are usually given around 3 questions and answers are usually around 10-15 pages each, depending on the number of questions and amount of time given. The maximum amount of time that a Chair can give is all of Spring Break (from the Friday before Spring Break until the Monday morning after), but less time can also be given.

Dissertation Field Exam Oral Defense
By March 31 (6th Semester). The DFE Oral Defense needs to be taken and passed. The oral defense tests the student on the written exam and the broader constellation of issues brought up by material listed in the bibliography. If students pass the exam, they move on to the Dissertation Prospectus Abstract, due on 4/30 of the 6th semester. If they fail, they may be dismissed from the program or they may be given another chance to take the exam, depending in part on factors surrounding the failure, previous performance in the program, and the degree of promise they have shown. If a student fails the exam twice, they will be dismissed from the program.

5. DISSERTATION PROSPECTUS PROCESS AND DISSERTATION REQUIREMENTS

PhD Candidacy
Admission to the Philosophy Graduate Program does not imply admission to candidacy for the PhD degree. To be admitted to PhD candidacy, the student must satisfy Departmental requirements, and the last of these are the Dissertation Prospectus Abstract, the Dissertation Prospectus, and the Dissertation Prospectus Defense (Qualifying Exam). Once students have successfully defended their Dissertation Prospectus, they are admitted to the PhD candidacy and have All But Dissertation (ABD) status.

Dissertation Prospectus Abstract
4/30 (6th Semester). After a student successfully defends their Dissertation Field Exam, they must next complete a Dissertation Prospectus Abstract by 4/30 in their 6th semester. This Abstract should be one page long, single-spaced. The student should e-mail this Abstract to their DFE Committee members, the DGS, and the program coordinator to the Graduate Program.
The Abstract should be submitted to an agreed-upon Dissertation Advisor and at least one more faculty member who has agreed to serve on the Dissertation Committee. Students must meet with these members individually by 5/14 for feedback on this abstract, and they must send an e-mail to all with whom they have met and the DGS and the program coordinator to the Department reporting that they have held their meetings.

**Dissertation Committee**

The PhD committee is appointed by the Graduate School on the advice of the Director of Graduate Studies. The committee consists of not fewer than four members of the Graduate faculty. Three of the members must be graduate faculty from within the Philosophy Department and one from outside of the Department. Graduate faculty include full-time tenured and tenure-track faculty with primary appointments in the Philosophy Department. Tenured or tenure-track faculty having secondary appointments in the Philosophy Department may also be considered graduate faculty members.

The functions of the PhD committee are to: (a) to administer the Dissertation Prospectus Oral Exam (Qualifying Examination), (b) to approve the dissertation subject, (c) to aid the student and monitor the progress of the dissertation, and (d) to read and approve the dissertation and administer the final Oral Dissertation Defense.

Dissertation Advisors are responsible for submitting the following paperwork to the Director of Graduate Studies (or the Administrative Assistant to the Graduate Program) to appoint the PhD committee, at latest three weeks before the Qualifying Exam.

(i) “Request to Appoint the PhD Committee” form;
(ii) Rationale for selecting external reader (a couple of paragraphs);
(iii) CV for the external reader

The paperwork will then be submitted to the Graduate School at least two weeks in advance of the Qualifying Exam.

Students are encouraged to begin assembling a Dissertation Committee during the 6th semester, during or soon after the DFE process, in order to make progress on their Dissertation Prospectus Abstract. It is strongly recommended that the Committee be formally appointed during the summer following the 6th semester. At latest, Dissertation Committees may be appointed in the early fall of the 7th semester, with at least three weeks notice before the Dissertation Prospectus Oral Defense (Qualifying Exam), which itself must be completed by 9/30.

Any changes to the PhD Committee need to be approved by the Graduate School. The form to change the committee is “Request to Change the PhD Committee.” If a new external reader will be added to the committee, the Advisor needs to provide a rationale and the reviewer’s CV to the Director of Graduate Studies (or Administrative Assistant for the Graduate Program).
Dissertation Prospectus Oral Defense (Qualifying Exam)
9/30 (7th Semester). Under the direction of the Dissertation Advisor and with appropriate input from members of the Dissertation Committee, graduate students must write a Dissertation Prospectus. Once the Dissertation Committee has deemed the Prospectus worthy of defense, the student must take and pass an oral exam on their Prospectus, the Dissertation Prospectus Oral Defense (or Qualifying Exam). This exam must be passed by 9/30 of the student’s 7th semester.

The final version of the Dissertation Prospectus must be distributed to the Dissertation Committee well in advance of the Dissertation Prospectus Oral Defense. It should reflect prior consultation, though not necessarily agreement, with each member of the Committee.

It is the responsibility of the Dissertation Advisor to schedule the Dissertation Prospectus Exam and to submit the “Request to Schedule the Qualifying Exam” form to the DGS (or to the Administrative Assistant to the Graduate program) at least three weeks in advance of the defense. This request must be received by the Graduate School at least two weeks in advance.

The Dissertation Prospectus Oral Defense is administered by the student’s Dissertation Committee in consultation with and approval by the DGS. The Dissertation Prospectus Oral Defense will test the student’s mastery of the proposed dissertation topic as well as the student’s overall knowledge of the sub-field within which the proposed dissertation project resides.

If a majority of Dissertation Committee members grade the Dissertation Prospectus Oral Defense as passing, the student passes the exam.

Students who fail the Dissertation Prospectus Oral Defense may be required to pursue one or more courses of action, including re-writing the Prospectus and then re-taking the exam, re-taking the exam, or assembling a different Dissertation Committee to prepare for a different exam and perhaps a different course of study. Or a student may be dismissed from the graduate program. If a student fails the Dissertation Prospectus Oral Defense on a second attempt, the student must, according to Graduate School policy, be “officially dismissed from the Graduate School unless s/he has been given the option of receiving a Master’s Degree “per Graduate School policy” (http://gradschool.vanderbilt.edu: The Graduate School, “Maintaining Records and Monitoring Progress”). Because all possible Dissertation Prospectus Oral Defense re-takes must be completed by 9/1 of the seventh semester, students are encouraged to schedule their Exams in the Spring or Summer before their seventh semester.

It is the responsibility of the Dissertation Advisor to complete the “Results of the Qualifying Exam” form and submit the results to the Director of Graduate Studies (or Administrative Assistant for the Graduate Program) following the defense. Once the form has the final approval of the Director of Graduate Studies, the results will be forwarded to the Graduate School.

Final Dissertation Defense
After the Dissertation Prospectus Exam, students set upon writing a dissertation under the guidance of the Dissertation Committee. Once the Committee judges the dissertation worthy of defense, the student must take and pass a public oral examination of the dissertation. It is the responsibility of the Dissertation Advisor to schedule the Final Dissertation Defense and to
submit the “Request to Schedule Final Defense” form to the Director of Graduate Studies (or to the Administrative Assistant to the Graduate program) at least three weeks in advance of the defense. This request must be received by the Graduate School at least two weeks in advance.

Likewise, it is the responsibility of the Dissertation Advisor to complete the “Results of Dissertation Defense” form and submit the results to the Director of Graduate Studies (or Administrative Assistant for the Graduate Program) following the defense. Once the form has final approval of the Director of Graduate Studies, the results will be forwarded to the Graduate School.

PLEASE NOTE: At least a majority of the PhD committee must be present at the Dissertation Prospectus Oral Defense and at the Final Dissertation Defense and original signatures from at least a majority of the committee are required on the “Results” forms.

6. OVERVIEW OF REQUIREMENTS AND STANDARDS OF PROGRESS

In order to maintain good standing in the Program, students must satisfy all requirements by the deadlines specified above. Failure to maintain good standing will result in Departmental action, which may include expulsion of the student from the PhD Program. Training PhD candidates goes beyond formal coursework and the dissertation and includes Department colloquia, occasional lectures by guests of the Department, workshops, etc. Students are expected to attend regularly, and in general are expected to exhibit an appropriate level of professionalism and responsibility in their roles as students, scholars, teachers, and academic citizens. All graduate students should check and respond to their Departmental e-mail daily and their mailboxes at least twice a week. A student’s fellowship funding and good standing in the graduate program are conditional upon the student’s meeting appropriate standards of progress. In usual cases, these standards are as follows:

At the end of the 1st semester, students must have completed eleven credits, including three three-credit courses and the required two-credit Proseminar.

At the end of the 2nd semester, students must have completed three additional three-credit courses for nine additional credits, thereby bringing the student’s total number of coursework credits to 20, and must have taken the Logic Exam or earned a “B” in Logic 3003.

First summer: The Department strongly encourages students to study for the Foreign Language Competence Exam if they have not already satisfied this requirement and/or study for the Logic Exam if they have not already satisfied the Logic Requirement.

At the end of the 3rd semester, students must have completed three additional three-credit courses for nine additional credits, thereby bringing the student’s total number of coursework credits to 29, and must have passed the Logic Exam (or have previously
earned “B” or higher in Logic 3003). Students must also take the Foreign Language Competence Exam by 9/1.

At the end of the 4th semester, students must have completed three additional three-credit courses for nine additional credits, thereby bringing the student’s total number of coursework credits to 38. Students must pass the Foreign Language Competence Exam by 4/15.

Second Summer: The Department strongly encourages students to begin work on their Dissertation Field Exam Bibliography. They should also begin organizing the Bibliography into levels of priority and should begin reading material from the Bibliography. Students may also want to start putting together their Dissertation Field Exam committee. Students must have be up to date with all Departmental requirements by 8/20 in order to qualify for the upcoming 6th semester off from teaching.

At the end of the 5th semester, students must have completed three additional three-credit courses for nine additional credits, thereby bringing the student’s total number of coursework credits to 47 and must have satisfied all distribution requirements.

In the 6th semester, students must register for at least 9 research hours. By the end of this semester, students must have successfully completed their Dissertation Field Exam Bibliography, the DFE (Preliminary Exam), the DFE Oral Defense, and the Dissertation Prospectus Abstract.

Third Summer: Students should complete their Dissertation Prospectus if they have not already done so, should defend the Dissertation Prospectus, or should be working on their dissertation.

7th Semester: Students must have passed the Dissertation Prospectus Oral Exam (Qualifying Exam) by 9/30. If students are not ABD entering the 7th semester, they should register for a sufficient number of Phil 8999 Non-Candidate Research credits to stay on pace for the timely completion of the required 72 credit-hours by the time they are ready to defend the dissertation; if students are ABD at the start of the 7th semester, they should register for Phil 9999 PhD Dissertation Research instead. (Please note the policy on “S” and “U” grades for Phil 9999, above, under “Course Grades.”)

In the 8th, 9th, and 10th semesters, students must register for a sufficient number of PhD Dissertation Research credits (Phil 9999) to ensure the completion of the required 72 credit-hours by the time they are ready to defend the dissertation. (Please note the policy on “S” and “U” grades for Phil 9999, above, under “Course Grades.”)

By the end of the 10th semester, students should have completed a dissertation and passed a public Final Dissertation Defense, thereby completing all requirements for the PhD. Graduate students for whom the faculty have approved a longer course of study should complete and defend the dissertation and all PhD requirements according to the schedule. No funding is guaranteed beyond this (10th) semester.
# Vanderbilt Philosophy Graduate Student Requirements

## FALL SEMESTER | SPRING SEMESTER | SUMMER
--- | --- | ---
**FIRST YEAR**<br>At least 3 Courses, plus Pro-Seminar (Total: at least 11 credits)<br>Audit Formal Logic 3003.01, if necessary, and take logic exam at the end of the semester | At least 3 Courses (Total: at least 20 credits)<br>Re-take Logic Exam, if necessary | FIRST SUMMER<br>Study for Language Exam and/or Logic, etc.<br>SECOND SUMMER<br>FINISH ALL OUTSTANDING WORK<br>RECOMMENDED: Start Diss. Biblio. and Reading

**SECOND YEAR**<br>At least 3 Courses<br>(Total: at least 29 credits)<br>Students must take Foreign Language Competence Exam by September 1<br>Students must satisfy Logic Requirement by end of semester | At least 3 Courses<br>(Total: at least 38 credits)<br>Students must pass Foreign Language Competence Exam by April 15 |

**THIRD YEAR**<br>At least 3 Courses<br>(Total: at least 47 credits)<br>All PhD students in good standing (among other things: no incompletes; satisfied foreign language and logic requirements; on track to satisfy, by end of 5th semester, requirement to take min of 12 philosophy courses, with min of 8 different faculty, and satisfy distribution requirements) as of August 20 are awarded 6th semester off from teaching.<br>Students must choose director and 2 other faculty members to form Dissertation Field Exam (DFE) committee, and compile first draft of a bibliography with their input, by December 1 (this will mean starting the process earlier, and students are even encouraged to start over the second summer).<br>Students must share this draft with the DGS and Jonathan Bremer.<br>Course Requirements must be satisfied by end of semester | Registered full-time for non-candidate research (prior to prospectus defense) – 9 credits (Total: at least 56 credits)<br>(All PhD students in good standing as of August 20 are awarded 6th semester off from teaching)<br>Students must complete final bibliography by January 15.<br>Must share this draft with DGS and Jonathan Bremer.<br>Students must draw up, with Dissertation Field Exam director, list of possible exam questions for the written portion of the DFE, focused on dissertation field (more broadly or narrowly construed), by February 15. The oral defense will concern the written exam and broader issues emerging from the bibliography, so students must also discuss with director these broader issues that may be covered in the oral defense, by February 15.<br>Final questions are given to students at the start of Spring Break, and students must complete the exam over Spring Break (during a period specified on the exam). Students must send copy of exam questions to DGS and Jonathan Bremer, and students must also send copy of completed exam to DGS and Jonathan Bremer.<br>Students must meet with Dissertation Field Exam Committee for oral defense of this exam and broader issues emerging from bibliography within one week of the Monday following Spring Break and must pass oral defense by March 31.<br>Students must submit one page abstract of dissertation prospectus by April 30 to DGS, Jonathan Bremer, and all officially appointed PhD Committee members, or, if committee has not been officially appointed, to an agreed-
upon dissertation advisor and at least one more faculty member who has agreed to serve on the PhD Committee. Students must meet with these members individually by May 14 for feedback on this abstract.

Students are encouraged but not required to defend full 10-20 page prospectus in spring or summer. File request with Jonathan Bremer to officially appoint a PhD Committee with 3 internal members and 1 outside member at a minimum of three weeks prior to oral defense of dissertation prospectus (Qualifying Exam).

<table>
<thead>
<tr>
<th>FOURTH YEAR</th>
<th>Registered for research (if you have not yet defended prospectus, you will register for non-candidate research; if you have, register for PhD dissertation research – 9 credits.) (Total: at least 65 credits) Students must file request with Jonathan Bremer to appoint a PhD Committee with 3 internal members and 1 outside member at minimum three weeks prior to oral defense of dissertation prospectus (Qualifying Exam) Students must pass the Qualifying Exam by Sept. 30</th>
<th>Registered full time for dissertation research By now, you will have satisfied the Graduate School’s 72 credit hours requirement.</th>
<th>FOURTH SUMMER Dissertation Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIFTH YEAR</td>
<td>Registered full time for dissertation research</td>
<td>Registered full time for dissertation research</td>
<td>FIFTH SUMMER Dissertation defended by June 30</td>
</tr>
</tbody>
</table>

*It is the responsibility of graduate students to keep track of and meet all deadlines in order to maintain good standing in the department.*
<table>
<thead>
<tr>
<th>Coursework</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
<th>5th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem</td>
<td>Fall</td>
<td>Spring</td>
<td>Summer</td>
<td>Fall</td>
<td>Spring</td>
</tr>
<tr>
<td>3 3-Credit Courses and 1 2-Credit Course</td>
<td>Fall</td>
<td>Spring</td>
<td>Summer</td>
<td>Fall</td>
<td>Spring</td>
</tr>
<tr>
<td>Logic</td>
<td>Audit Logic 3003 if necessary</td>
<td>Take Logic Exam* or earned &quot;B&quot; in Logic 3003</td>
<td>Pass Logic Exam or earn &quot;B&quot; in Phil 3003*</td>
<td>Teaching</td>
<td>Teaching</td>
</tr>
<tr>
<td>Foreign Language (FL)</td>
<td>Study for Language Exam</td>
<td>Must Take FL Competence Exam by Sept 1</td>
<td>Must Pass FL Competence Exam by April 15</td>
<td>Teaching</td>
<td>Teaching</td>
</tr>
<tr>
<td>Dissertation Field Exam (DFE)</td>
<td>Work on DFE Bibliography</td>
<td>Choose DFE Comm. + complete bib draft by 12/1</td>
<td>Bib 1/15, Q's 2/15, DFE Writ, Sp Br, Oral 1 wk later</td>
<td>Teaching</td>
<td>Teaching</td>
</tr>
<tr>
<td>Dissertation Prospectus (DP)</td>
<td>DP Abstract 4/30, meet PhD comm by 5/14</td>
<td>Complete DP, DP defense, or work on Diss</td>
<td>Must Pass DP Oral Exam by 9/30</td>
<td>Teaching</td>
<td>Teaching</td>
</tr>
</tbody>
</table>

* By Semester End  
** Except During Academic Leave From Teaching  
*** Possible Time of Academic Leave From Teaching
### Fall 2019

<table>
<thead>
<tr>
<th>Professor</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Lachs</td>
<td>Bioethics (T2)</td>
<td>Mon</td>
<td>3:10-5:30</td>
</tr>
<tr>
<td>Professor Ng</td>
<td>German Idealism (H4)</td>
<td>Mon</td>
<td>6:10-8:30</td>
</tr>
<tr>
<td>Professor Oliver</td>
<td>Feminism (T5)</td>
<td>Tue</td>
<td>3:10-5:30</td>
</tr>
<tr>
<td>Professor Outlaw</td>
<td>Critiquing ‘Philosophy’ (H6)</td>
<td>Wed</td>
<td>3:10-5:30</td>
</tr>
<tr>
<td>Professor Taylor</td>
<td>Philosophy of Race (T4)</td>
<td>Thu</td>
<td>3:10-5:30</td>
</tr>
<tr>
<td>Professor Taylor</td>
<td>Teaching &amp; Research Methods</td>
<td>Tue</td>
<td>11:00-1:00</td>
</tr>
</tbody>
</table>

### Spring 2020 -- TENTATIVE

<table>
<thead>
<tr>
<th>Professor</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Aikin</td>
<td>Epistemology</td>
</tr>
<tr>
<td>Professor Congdon</td>
<td>Moral Psychology</td>
</tr>
<tr>
<td>Professor Dobbs-Weinstein</td>
<td>Critical Theory</td>
</tr>
<tr>
<td>Professor Wuerth</td>
<td>Kant</td>
</tr>
<tr>
<td>[Professor Goodman]</td>
<td>[Aristotle]</td>
</tr>
<tr>
<td>[New Hire]</td>
<td>[20th C Philosophy]</td>
</tr>
</tbody>
</table>
Philosophy Friday Colloquium Series

**Fall 2019**

- **September 6**  Ronald Sundstrom (U San Francisco)
- **September 13** Paul Taylor (Vanderbilt)
- **September 27** Matt Congdon (Vanderbilt)
- **October 4** Shaun Gallagher (Memphis)
- **October 18** Douglas MacDonald and Ruby Morgan Conference on the Life and Work of Josiah Royce, His Colleagues, and His Students
- **November 8** Tennessee Philosophy Association, Keynote TBA
  
  ***Evening Session***
- **November 15** Christiana Olfert (Tufts)

**Spring 2020**

- **February 7** Michael Thompson (Pittsburgh)
- **February 21** Diana Heney (Vanderbilt)
- **March 20** Joel Reynolds (U Mass, Lowell)
- **April 3** Katharina Stevens (U Lethbridge, Canada)
- **April 17** **BERRY LECTURE IN PUBLIC PHILOSOPHY**
  Eddie Glaude, Jr. (Princeton)
  
  ***Evening Session***

All sessions begin at 3:15pm in Furman 209 unless otherwise specified. Free and open to the public. The Friday colloquium Series is made possible by generous funding from the McVean Fund and the Berry Fund.
Funding Opportunities for Vanderbilt Philosophy Graduate Students

1. For travel to present a paper at a conference
   a) The Philosophy Department will pay up to $600 dollars\(^1\) per year for a domestic or international conference – funded by the Berry Fund. (Please note that this is subject to budgetary contingencies; students must see the program coordinator for the graduate program before making travel plans.)
   b) After completing at least one academic year at Vanderbilt, students may apply for a Travel Grant from the Graduate School for up to $500 per budget year (July 1-June 30) for domestic or international travel. Students are allowed a total of three Travel Grants from the Graduate School during their entire tenure at Vanderbilt.

2. For publishing a paper in a journal
   a) The Philosophy Department will pay $200 from the Berry Fund.
   b) The Philosophy Department will pay $500 for the best Graduate Student paper of the year award from the Berry Fund.

3. For taking an intensive language course
   a) The Philosophy Department will pay up to $2,000 for an intensive language course at Middlebury College or another similar summer program - also from the Berry fund. (Please note that this financial support is for students needing to satisfy the foreign language requirement, so it is not guaranteed for students to gain additional language training beyond the departmental requirement.)

---

\(^1\) The $600 a year for conference travel is for a single trip (viz., it is NOT a sum against which students can fund several different smaller trips).
Applying for Conference Travel Funds

Philosophy graduate students are encouraged to present their research at major regional, national, and international conferences.

The Graduate School awards Travel Grants up to $500 to help cover the cost of conference registration, transportation, and lodging. Students are allowed a total of three Travel Grants with only one award per budget year (July 1 – June 30). To be eligible for the Travel Grants, students must have completed one full academic year in the Graduate School. Applications are available on the Graduate School’s website at: https://gradschool.vanderbilt.edu/forms/academic_forms/GS_Travel_Grant_Application_3-2019.pdf Students must submit their application, with appropriate signatures to the Graduate School, at least four weeks before travel. Funding is provided via direct reimbursement and students must complete an expense report.

The Philosophy Department also provides travel funds, up to $600 from the Berry Fund to help cover the cost of conference travel (registration, transportation, and lodging). Students may be awarded departmental travel funds once per budget year (July 1 – June 30). To apply for departmental travel funds, please submit your request to the graduate program coordinator, Jonathan Bremer, on the department’s travel request form. Students must submit their requests for departmental travel funds at least two weeks before travel. Please note that the Department Chair no longer accepts these requests via email. Funding will be dispersed as an additional stipend/award compensation via payroll.

In addition, please note the following:

Students traveling to international conferences must comply with the Vanderbilt’s Student International Travel Policy. For more information, please see the Global Support Services webpage at: https://www.vanderbilt.edu/gss/travel/student-travel-policy-June13.pdf

All employees, students, and guests must comply with the Vanderbilt University Travel and Expense Policy when using university funds for travel and business expenses. Please review the policy at: https://finance.vanderbilt.edu/policies/Travel_and_Business_Expense_Policy.pdf

Whether your conference travel is supported by Graduate School funds or by Philosophy Berry funds, travel must be booked through Concur if you wish to be reimbursed. Concur/World Travel has a dedicated email address: Vanderbilt.travel@worldtrav.com. For reservations or ticket changes, one can also call 877-271-9258 during business hours (Monday – Friday, 7:00am to 5:00pm CT).

In brief:

Air Travel: Travelers are required to use the Concur Travel online booking tool or the university’s travel agency, World Travel, to make reservations (if you plan to be reimbursed for the expense). Travelers with international or complex itineraries are urged to contact the travel agency for assistance.
**Hotel Reservations:** Travelers are expected to use the Concur online booking tool or the university's travel agency, World Travel, to book hotel rooms. If lower rates for accommodations are available (e.g. conference room block), rooms may be booked directly through the hotel or through the conference housing bureau.

**Mileage Reimbursement:** When a personal automobile is used for business travel, the traveler will be reimbursed up to the current IRS authorized mileage rates for miles incurred. A copy of a google maps mileage calculation is acceptable documentation for mileage reimbursement. Personal automobile mileage reimbursement will not exceed the total cost of round-trip coach airfare to the nearest commercial airport. If mileage exceeds 600 miles, a round-trip airfare cost comparison must be attached to the traveler’s expense report.

For more information concerning Vanderbilt travel and the link to Concur, please see:

https://finance.vanderbilt.edu/travel/

The link to SkyVU/Oracle is available here: https://www.vanderbilt.edu/skyvu/

All reimbursement requests must be submitted in SkyVU/Oracle and should be submitted promptly after completing travel. Any out of pocket expenses submitted 60 days or later are subject to tax implications, per IRS policy. Also, expenses should be reported before the end of the fiscal year (which ends 6/30/2020).

Please include the following documentation with your expense report. Travelers must provide proof of payment:

1) Original receipts (to be scanned and uploaded);
2) Funding approval letter/email;
3) COA number or Project/Task Number indicating where expenses may be charged;*
4) Documentation showing the business purpose of the expense (such as a conference program).

Travelers are responsible for understanding and adhering to specific travel guidelines required by the applicable-funding source, agency, sponsor, grant, etc. paying for the travel. These guidelines may be more restrictive than the VU Travel & Expense Policy.

*If you have further questions, please see Jonathan Bremer (the graduate program coordinator) or Elizabeth Fiss (administrative assistant).
Request for Philosophy Department Conference Travel Funds

Student name: ________________________________

Name of meeting: ________________________________

Location of conference: ________________________________

Dates of attendance: ________________________________

Estimated cost: Transportation: ________________________________

Accommodations: ________________________________

Registration: ________________________________

Total estimated cost: ________________________________

Requested amount: ________________________________

Signature: ________________________________

Please attach abstract of paper to be presented.
Responsible Conduct of Research Homepage

As a premier academic and research institution, Vanderbilt University has an obligation to model, teach and actively promote the responsible conduct of research in scholarship and science. Research integrity is fundamental to good research and crosses all disciplines and areas of focus.

The National Institutes of Health (NIH) and the National Science Foundation (NSF) require that all those engaged in either NIH- or NSF-funded research must also be educated in the responsible conduct of research (RCR). Vanderbilt has developed programs to meet these requirements and to ensure that its students, faculty and staff, as appropriate, understand the issues surrounding the responsible conduct of research, and their obligations as individuals and members of the larger research community.

This website provides information and resources primarily to students, faculty and staff in the College of Arts and Science, the School of Engineering and Peabody College in meeting these requirements. Students, faculty and staff in the Medical Center should view the Biomedical Research Education and Training (BRET) Office website (https://medschool.vanderbilt.edu/bret/responsible-conduct-research) or contact the BRET Office at (615) 343-4611 for more information on the School of Medicine and Medical Center programs.
University Program

Vanderbilt’s approach incorporates online and discussion-based content based on the individual’s experience level and discipline.

Online Courses

Vanderbilt currently participates in the web-based Collaborative Institutional Training Initiative (CITI). The CITI Course in RCR is required as baseline training for all graduate students and postdoctoral researchers in the School of Engineering, Peabody College and the natural science and social science departments in the College of Arts and Science. Vanderbilt has developed specific curricula in cooperation with CITI which vary by discipline.

- Instructions for the CITI Program (http://research.vanderbilt.edu/rcr/citi-instructions/)

Discussion-Based Sessions

In addition to online education, individuals are expected to participate in discussion-based sessions to further explore the issues and challenges in conducting ethical research and scholarship. Graduate students in Peabody College and in Psychological Sciences participate in discussions throughout their first year of classes.

Graduate students in departments in Arts and Science (other than Psychology) and Engineering participate in a one-day RCR course, offered in May and August of each year. Each graduate student is required to participate at least once during their graduate career at Vanderbilt. (Graduate students in Biological Sciences and those in Chemistry who do biological research take the Medical Center’s course, instead.)

Information for Students and Postdocs

- Graduate Students (http://research.vanderbilt.edu/rcr/tools/#grads)
- Postdoctoral Researchers (http://research.vanderbilt.edu/rcr/tools/#postdoc)
- Undergraduates (..../rcr/tools/#undergrads)

Medical Center RCR Program
Graduate students, postdoctoral researchers and faculty working primarily in the Medical Center should check with the BRET Office (http://bret.mc.vanderbilt.edu/bret/) for information on its RCR program (https://medschool.vanderbilt.edu/bret/responsible-conduct-research). This includes graduate students in the Interdisciplinary Graduate Program in Biomedical Sciences (IGP) and in Neuroscience, and in Chemical and Physical Biology (CPB).

The Department of Biological Sciences expects its graduate students to complete the Medical Center’s one-day RCR course, instead of the University Course. Graduate students in Chemistry whose work involves biological research may also substitute the Medical Center course for the University one. Students in both departments must complete the CITI online training program and participate in one or the other of the discussion courses. Students should check with their department chair or DGS to determine how best to proceed.

Office of the Vice Provost for Research

(615) 343-1339
121 Kirkland Hall
Nashville, TN 37240
ovpr@vanderbilt.edu (mailto:ovpr@vanderbilt.edu)