

# Philosophy Graduate Student Handbook

San Francisco State University

AY 2016 - 17

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## GRADUATE COORDINATORS

The Department of Philosophy has two Graduate Coordinators, each of whom handles different aspects of the MA program, as well as an Assistant to the Graduate Coordinators.

### **Professor Sowaal**

[asowaal@sfsu.edu](mailto:asowaal@sfsu.edu), Office: HUM 369

**Graduate Coordinator regarding matters of recruitment, admissions, and student status, including:**

- Applications to MA program;
- Formal Logic Challenge Exam (in conjunction with Professor Peschard);  
*See: <http://philosophy.sfsu.edu/page/formal-logic>*
- Information regarding student travel funds;
- Adviser for students before they have a Phil 715 Adviser;

### **Professor Landy**

[landy@sfsu.edu](mailto:landy@sfsu.edu), Office: HUM 327

**Graduate Coordinator regarding matters of progress to degree, including paperwork regarding:**

- Petitions concerning prerequisites;
- Advancement to Candidacy (ATC) and revisions;
- Proposal for Culminating Experience (PCE) and revisions;
- Change of Graduate Program Form (to move from Conditionally Classified to Classified Standing);
- Cross Registration and Consortium Agreements (Berkeley and other CSUs);
- Work done at SFSU and in excess of Bachelor's degree;
- Graduate-level work done at other universities.
- Paperwork regarding probation, declassification, disqualification.

### **Dennis Browe**

[grdphl@sfsu.edu](mailto:grdphl@sfsu.edu), Office: HUM 388

**Graduate Program Administrative Coordinator**

Helps with all administrative aspects of the graduate program. Always feel free to contact him with any questions or concerns you have.

## STUDENTS WHO ARE COMPLETING PREREQUISITES

Your main focus should be on completing your prerequisites.

### **Petitioning prerequisites:**

When admissions actions occur, the Graduate Coordinator has only the transcript plus the department application to go by (and sometimes not even the latter), so may not fully understand the applicant's preparation. In addition, sometimes students have completed courses after they have submitted their applications; such coursework has not been reviewed on admission.

This petition process offers students a chance to provide the Graduate Coordinator with more information demonstrating sufficient preparation for graduate work.

If you would like to petition that a prerequisite be waived, please submit the following information to the Graduate Coordinator during office hours:

- The email that was initially sent to you by the Graduate Coordinator in which your prerequisites are listed (if you do not currently have a copy, you can request one from Dennis in the Philosophy office);
- a letter that clearly indicates which prerequisite(s) you are petitioning;
- your email address and SFSU ID number;
- relevant information about your work regarding the prerequisite, for example:
  - for all classes except Phil 205, evidence that the class you took to satisfy the prerequisite was an upper-division class;
  - evidence that you received a B or better in the undergraduate class or analogous graduate class;
  - the syllabus for the class;
  - if the class was an independent study, a reading list and a letter from the professor verifying that you indeed read those materials and completed the writing assignments;
  - any written work you completed for the class (papers, exams, etc.).

## STUDENTS WHO ARE BEGINNING COURSEWORK

Given their preparation, students enter the MA program as either “conditionally classified” (if they have not completed all prerequisites prior to applying to the program) or as “classified” (if they have completed all prerequisites prior to applying to the program).

All students are full members of the MA program.

### CONDITIONALLY CLASSIFIED STUDENTS:

- If you have **completed** all of your prerequisites (with a 3.0 or better, which is equivalent to a B), you may apply for Classified Standing. (Note: being enrolled in a class is not the same as having completed the class.)
- You can find the “Change of Master’s Degree” form here. Only fill out the information on the very top portion of the page (your identifying information) and sign in the space for student’s signature [see sample form in this packet].
  - <http://grad.sfsu.edu/sites/sites7.sfsu.edu.grad/files/assets/forms/change-of-program-masters.pdf>
- Submit to the Graduate Coordinator Assistant (Dennis):
  - the completed form;
  - the email that was initially sent to you by the Graduate Coordinator in which your prerequisites are listed (if you do not have this, you can obtain a copy from Dennis in HUM 388);
  - one copy of your unofficial transcript.
- There is no deadline for the submission of this form. However, you are advised to complete it as soon as possible.
  - Your standing is particularly important if you want to apply for fellowships; many SFSU fellowships require that you are a classified student.

### CLASSIFIED STUDENTS:

- Keep in mind that you should complete the following in roughly this order:
  - Phil 715 during your first year of graduate coursework;
  - Phil 896 during your second or third semesters of graduate coursework;
  - Phil 898 during your last semester.
- Once you are in the process of completing 18 units toward the MA degree, it is highly advisable that you fill out an Advancement to Candidacy (ATC) form. Prerequisite classes do not count toward the MA degree, and so are not counted among the 18 units.
- See “Submitting the Advancement to Candidacy (ATC) Form” in the next pages. This form is submitted early in the semester; it can be submitted in Fall or in Spring.

## TAKING CLASSES AT OTHER UNIVERSITIES WHILE ENROLLED AT SFSU

- SFSU has several programs that allow students to pay fees at SFSU and to take classes at other universities. Please see this website for more information: <http://bulletin.sfsu.edu/resources/special-enrollment-programs/special-enrollment-programs.pdf>
- As part of the Cross Registration Program with UC Berkeley, the Department of Philosophy allows all MA students to take undergraduate courses at Berkeley. Students who have achieved a track record of excellent Master's-level coursework at SFSU may be considered eligible to take additional courses; to take such courses, they will need: (1) a recommendation from their Phil 715 Adviser, (2) an arrangement with a faculty sponsor at SFSU, (3) permission (and signature) from the Graduate Coordinator.
  - The Consortium program is only available during the regular sessions of the academic year and specifically excludes summer session, winter session, and extension.
- The Berkeley cross-registration form can be found here: <https://www.sfsu.edu/~admisrec/forms/regforms/ucb.pdf>

## PETITIONING COURSEWORK COMPLETED THROUGH OPEN UNIVERSITY OR AT OTHER INSTITUTIONS

- Students may petition a maximum of six semester units to count toward their MA degree. This may include any combination of Open University (CEL) work, credit by examination, and/or transfer work). For more information, see: <http://bulletin.sfsu.edu/graduate-education/academic-policies-procedures/>
- Students who completed their BA degrees at SFSU and who took courses that were not counted towards their BA degrees may also petition to count such courses toward their MA degrees.

## STUDENT TRAVEL FUNDING

Students may apply for funds to aid in travel to present work at conferences that will contribute to their philosophical studies and/or careers. Funds will be awarded according to the following criteria.

1. Students should be presenting original work, although students delivering comments may also apply.
2. Presentations should be beneficial to the advancement of the student's philosophical studies and/or career.
3. Students already receiving travel funding from another source (e.g., APA travel funds) are not eligible.
4. As a rule, acceptance to student conferences or student sections of conferences will not be assessed as sufficiently important to advance a career, although these are very helpful as a first step in learning how to submit and in networking. Occasionally, however, a student conference will be highly selective and will qualify.

As in previous years, the earlier the application is made the better. To submit an application please contact Dennis Browe: ([grdphl@sfsu.edu](mailto:grdphl@sfsu.edu)).

# PHILOSOPHY 896 - COMPREHENSIVE EXAM

**Contact the Graduate Coordinator if you have any questions about the guidelines below.**

## General Overview

1. PHIL 896 exam is the Department's qualifying examination for Graduate students. The exam tests the student's ability to comprehend, explain, compare and explore the views of four key philosophers in the following texts: Plato's *Republic*, Descartes' *Meditation on First Philosophy*, Hume's *Enquiry Concerning Human Understanding*, and Kant's *Prolegomena*. The exam also satisfies the University's Written English Proficiency Requirement for graduate students.
2. The PHIL 896 is a mandatory CR/NC course. It may be repeated once if NC is earned the first time. It must be completed with a CR before the student may officially begin work on the master's thesis. Students are permitted two attempts to pass the 896 examination. Students who fail a second time will be disqualified from the program.
3. All students should confer with the Graduate Coordinator before enrolling in the course. Students who are Conditionally Classified are generally advised not to take the exam until all prerequisite work is completed. Students are strongly encouraged to have successfully completed courses in Ancient and Modern Philosophy, Epistemology and Metaphysics, and/or seminars on as many of the four philosophers as possible prior to attempting the exam.
4. Students who fail the exam for the first time will be contacted by the Graduate Coordinator for a mandatory conference. Students will not be allowed to retake the exam without having this mandatory conference.
5. The exam is a three hour, closed book and closed notes exam. Students type the exam on computers in the Critical Thinking Lab.
6. The exam is entirely comparative in nature. Students are required to answer three comparative questions based on the four authors and texts, e.g., Plato and Descartes, Hume and Kant, Plato and Kant, Descartes and Hume, and so forth.
7. The passing grade for credit is a B-. The four faculty instructors grade each question on the exam and meet to assign the final grades. The results of the examination will be mailed to students within two weeks after the date of the exam.
8. It is possible to pass the exam with distinction, although this honor will not appear on your transcripts.
9. Meeting times for the class will be posted in the glass bulletin board by the Philosophy Department office (HUM 388). Submit to the instructor the written essay question for each one week before the group session on that philosopher. Essay questions are found in the 896 Packet.
10. Remember that the actual exam is closed book and closed note. You will not have access to either the primary texts or secondary literature during the actual exam. These "practice" essay questions allow instructors to assess your writing ability and your comprehension of the texts. While you certainly may use secondary literature in your preparation for the exam, avoid referring to such literature in these practice essays. Likewise, avoid quoting large portions of the primary texts.

## 896 Exam: Helpful Hints

1. This class meets formally only four times each semester-once with the instructor for each philosopher. While each instructor is available during office hours throughout the semester, students are encouraged to meet informally among themselves in study groups/workshops in order to enhance their individual and collective understanding of the texts.
2. The exam focuses on the major metaphysical and epistemological issues that have arisen in western philosophy. To get the most out of the formal class meetings, be prepared with specific questions. Try to formulate questions that will lead you into the central metaphysical and epistemological issues within each text. This will help you to see the larger picture that emerges with each thinker.
3. Practice. Practice. Practice. Practice answering sample exam questions both verbally and in writing. Also practice writing answers to previous exam questions within the time constraints of the actual exam. Work in your study groups to develop comparative questions based on the four texts and practice answering them. Some initial study questions on each text are included in the 896 Packet. Your instructor may provide you with further questions.
4. Students are encouraged to read entries on each philosopher in standard encyclopedias of Philosophy (e.g., *The Encyclopedia of Philosophy*, the *Rutledge* and *Cambridge* encyclopedias). In addition, the relevant sections of Frederick Copleston's *History of Philosophy* series may be helpful.
5. The exam requires a working knowledge of and the ability to accurately describe the view of each philosopher and the differences between them with respect to central epistemological and metaphysical questions. In addition, you should be prepared to articulate your own views on these issues. Be sure to directly answer all parts of the question, and try to stay close to the "text". While original thought is valued, the purpose of the exam is not to assess the creativity of your philosophical thought.
6. Don't wait until the last two weeks of the semester to really start studying.

## Letter to 896 Students

Dear 896 Student,

Remember that the 896 exam is a three hour, closed note and closed text examination. It calls upon you to answer questions on the four assigned texts without the benefit of stopping to refer to any text or study aids. The practice essays are not term papers. They are designed to help you prepare for the experience of answering questions on the timed 896 exam. To that end, the instructors suggest that you thoroughly read the specific assigned text, complete your study (read encyclopedia entries, etc.), and answer all the study questions before you begin your written answer to the essay question. Write your answer without using books or notes; do not take more than an hour to complete your answer.

Sincerely yours,

Dr. Alice Sowaal & Dr. David Landy

Graduate Coordinators

## Submitting the Advancement to Candidacy form (ATC)

- Submit this form at least one semester before you intend to graduate.
- You can find the ATC form here: <http://grad.sfsu.edu/content/current-students/atc>
- Deadline for you to submit this form to your Phil 715 Adviser:
  - Fall deadline: **September 16**
  - Spring deadline: **February 15**

### Important notes:

- *Be sure to type your form online.*
- Submit this form and one copy of your unofficial transcript.
- Save an additional copy, as you will need it when you apply for graduation.
- You should submit for review your ATC to your Phil 715 Adviser before it is passed along to Graduate Studies. (Note that the timelines in the SFSU Bulletin and on the Graduate Studies webpage apply to administrators, not to you.) Please see your Phil 715 Adviser well before the deadline so that you can be sure you have correctly filled out your forms.
  - In addition to Phil 715, 896, and 898, you need to take eight classes: four of these eight must be seminars in philosophy, five of these eight must be at the graduate level (In other words, up to three classes at the undergraduate level can count toward the degree).

### Your Phil 715 Adviser will:

- Post a note on your approved ATC, noting their approval.
- Note: the 715 Adviser does not sign this form (unless that adviser is also a Graduate Coordinator).
- Submit your paperwork to the Graduate Coordinator by this date:
  - Fall deadline: **September 30**
  - Spring deadline: **March 3**

### Note to students who are conditionally classified:

- When you submit this form, you will be automatically changed to classified standing.
- Your 715 Adviser will need to assess whether you have indeed **completed** your prerequisites and thus whether you qualify for this standing.
- For this purpose, please also attach:
  - 1. the initial letter that was sent to you in which your prerequisites were stated (if you do not have a copy of this, you can request one from Dennis Browe in HUM 388),
  - 2. any additional relevant supporting materials (e.g., paperwork that shows a prerequisite was waived). (**Note:** being enrolled in a class is not the same as having completed the class.)

### If you are resubmitting an ATC:

- Please follow the instructions above and attach a copy of your original ATC, noting that it is original.
- If you are not sure whether or not you need to resubmit an ATC, obtain a copy of your ATC (from your files or by requesting one from Dennis Browe) and review it. If you need to make one or two changes, simply submit an ATC substitution form. If you need to make more than two changes, fill out a new ATC form.

[see sample ATC in this packet]

# Checklist to Avoid Common Errors on the ATC

## Class standing

- If you are a conditionally classified student (this is noted on your transcript), then you will need to provide proof of the following: (1) of what your prerequisites were; (2) that you *completed* these classes with a B or better (a B- will not count).

## Note what year you started

- Be sure you have properly noted when you started the graduate program by selecting the correct *University Bulletin* year for the requirements listed below. For example, if you started in Spring 14, you choose '2013-14'; if you started in Fall 14, you choose '2014-15'.

## Correct listing of classes

- Courses you took as prerequisites cannot be counted toward the degree, and thus should not be listed on the ATC form.
- In the second grouping of classes, there must be at least one class that is at the graduate level; this can be a philosophy seminar, Phil 717, Phil 898, or a seminar in another graduate program (as long as it is related to your field of study and approved by the Graduate Coordinator).
- No class should be listed more than once anywhere on the form.
- If you would like to petition to have a class that is "older" than seven years count on your ATC, you also need to submit a Seven Year Limit Extension Form. Keep in mind that this petition may or may not be accepted.
- If you would like to petition classes that you took outside of any consortium program that SFSU has with another university, you need to submit a form called Request for Graduate Program Transfer Unit Evaluation.

## Grades in classes that are numbered 300-599

- In these classes, you must have received an A or A- to count them on your ATC.

## Reviewed by your 715 Adviser

- Your 715 Adviser should go over your ATC with you. Kindly ask them to put a post-it on your form noting that they have reviewed it with you.

## List the Graduate Coordinator whose duty it is to approve this form (either Professor Sowaal or Professor Landy, depending on the semester) as both the Graduate Adviser and the College Graduate Coordinator

- The Graduate Coordinators are the only advisers that sign the forms. Your Phil 715 Adviser does not sign these forms.

## Correct number of forms submitted

- one original copy of the ATC
- one copy of your unofficial transcript
- one copy of any supporting materials

## Unnecessary submission

- If you have already completed an ATC and it was approved, you don't need to submit another. If you need to substitute more than three courses for the ones on your original ATC, you need to fill out an ATC Substitution Form.

## Submitting the Proposal for Culminating Experience (PCE) form:

- Submit this form one semester before you intend to graduate.
- You can find the PCE form here: <http://grad.sfsu.edu/content/current-students/current-student-forms>
- *Be sure to type your form online.*
- Deadlines for you to submit this form to your thesis supervisor and to your entire committee:
  - Fall deadline: **September 23**
  - Spring deadline: **February 24**
- Please submit the one copy of the form with all necessary signatures. Keep a copy of your PCE form. You will need it when you apply for graduation.
- **Note:** You should begin a conversation about your plans with your committee well before this deadline.
- Deadline for you to submit this form with all necessary signatures to the Graduate Coordinator:
  - Fall deadline: **October 14**
  - Spring deadline: **March 17**

**Note:** Your PCE must be submitted to and reviewed by the Graduate Coordinator before it is passed along to Graduate Studies. The timelines in the SFSU Bulletin apply to administrators, not to you! Please see your Phil 715 Adviser in office hours so that you can be sure you have correctly filled out your forms (The most common error in filling out this form is that students use more than the allotted words in the titles of their theses.).

**[see sample PCE in this packet]**

# THESIS DEFENSE - DETAILED PROCEDURES

## Weeks 1 & 2 of the semester

- At the beginning of your final semester, talk with your thesis chair about a do-able timeline for you to complete your thesis and for your chair and committee members to read your drafts and give you comments. You will use these comments to make revisions; note also that in the majority of cases these revisions will be substantial. Be sure to give everyone involved enough time.

## Mid-Semester

- Work on your rough draft, according to the process upon which you and your chair have agreed.

## Week 11 of the semester

- By week 11, the final draft of your thesis is complete (ideally, you should complete your thesis well beforehand). A completed draft of a thesis is the last of many drafts; note also that it is a draft that has been vetted by *all* of the members of your thesis committee. This means that each thesis committee member has agreed that your thesis is acceptable. Once each has done so, notify your committee chair.

## The scheduling your defense is a two-step process:

- Step one is to pick a date for the defense, which must take place by semester week 12. To get things rolling, you could check your committee's teaching schedules and suggest a few possible dates when they might all be able to attend.
  - It would be prudent to begin these arrangements much earlier, as there are a number of students finishing each semester. Faculty are sometimes out of town for conferences.
  - Each oral exam *must* be scheduled such that there is a period of one week before the actual exam. During this week, your completed thesis will be made available in the Department of Philosophy so that any interested party can read it.
  - If you plan to use PowerPoint or other devices, arrange preparation (i.e., obtain the technical devices that will project your materials).
- Step two is to email the Philosophy office (both [phlsphr@sfsu.edu](mailto:phlsphr@sfsu.edu) and [grdphl@sfsu.edu](mailto:grdphl@sfsu.edu)) with your requested date and time. In your email, also include (1) a PDF of your thesis (it need not be finalized); (2) list your official thesis title, which must be twelve words or less; and (3) list your committee members.
- Dennis will prepare the necessary forms that will need to be signed at your defense. The student and the committee chair should review the students' file and contact Dennis to let him know which of the following forms to prepare in addition to the Report of Completion of Culminating Experience: Title Change for Culminating Experience, Petition for Committee Revision, Petition for Grade Change (if 898 was taken an earlier semester), etc.

## During your Defense:

At your defense, you should plan to give a 10-15 presentation in which you explain the nature and significance of your thesis project and outline the main claims made and your arguments for them. You should prepare a printed handout, though your presentation should not consist of you merely reading your handout. You can use powerpoint, but it requires prior preparation for which you are responsible (i.e., for obtaining the technical devices that will project your materials). Then you should be prepared to answer questions from your committee. This discussion period usually lasts about 45 minutes to an hour, and then non-committee members are permitted to ask questions. After that, everyone but the committee leaves the room while the committee and other present faculty deliberate. Finally, the results are announced and the candidate is invited back in the room.

**Thesis Pages:** Format and print out the initial pages of your thesis (on high-quality white paper) that will require signatures: <http://grad.sfsu.edu/content/current-students/thesis-dissertation-page>. Bring these to your defense.

<b>Graduate Student Timelines</b>	<b>Graduating Fall 2016</b>	<b>Graduating Spring 2017</b>	<b>Graduating Fall 2017</b>
Review the seminar papers you have written during your time as a graduate student. Choose one paper that you would like to expand into a thesis. Contact the professor of that course and arrange a meeting to gain advice about how to develop your ideas; she or he will most probably be the chair of your committee. (You may develop a thesis topic without having written a seminar paper on it, but this is not generally recommended because it may be a lot harder to manage the topic.)	Fall 2015 (a year before graduation)	Spring 2016 (a year before graduation)	Fall 2016 (a year before graduation)
Work closely with your committee. If you have not yet passed Phil 896, you should be taking it now.	Spring 2016	Fall 2016	Spring 2017
ATC to your 715 Adviser (see instructions at the end of this packet)	Spring 2016	9/16/16	2/15/17
PCE to your entire thesis committee (see instructions at the end of this packet; <i>please model your timelines on the example</i> )	Spring 2016	9/23/16	2/24/17
715 Adviser gives your ATC to the Graduate Coordinator Assistant (Dennis)	Spring 2016	9/30/16	3/3/17
PCE to the Graduate Coordinator Assistant (Dennis)	Spring 2016	10/14/16	3/17/17
Arrange meetings with your committee and with the Graduate Adviser. Add Phil 898 (the thesis course) by obtaining a permit number from your thesis adviser the week before classes start. Talk with your thesis adviser about a do-able timeline for you to complete your thesis and for your adviser and committee members to read your drafts and to give you comments. You will use these comments to make revisions; note also that in the majority of cases these revisions will be substantial. Be sure to give everyone involved enough time.	August 2016	January 2017	August 2017
Check on formatting details for the thesis. Long before you submit your thesis, you should know exactly how your thesis needs to be formatted. Online at: <a href="http://grad.sfsu.edu/content/current-students/thesis">http://grad.sfsu.edu/content/current-students/thesis</a>	August 2016	January 2017	August 2017
If there have been any changes in your topic and/or your committee, resubmit your PCE to your committee; obtain signatures and submit to Graduate Coordinator Assistant by this date.	9/23/16	2/17/17	9/15/17
Submit your Application for Graduation to Graduate Studies: <a href="http://grad.sfsu.edu/content/student-deadlines">http://grad.sfsu.edu/content/student-deadlines</a>	9/30/16	2/17/17	9/30/17
If you need to make more than three changes to your ATC, submit your new ATC to the Graduate Coordinator (see instructions at the end of this packet; please also attach your already-approved ATC).	9/21/16	2/15/17	9/20/17
The final draft of your thesis is complete (ideally, you should complete your thesis well beforehand). A completed draft of a thesis is the last of many drafts; note also that it is a draft that has been vetted by all of the members of your thesis committee. This means that each thesis committee member has agreed that your thesis is acceptable. Once each has done so, notify your thesis committee chair.  If your committee has approved your thesis, then (by this date, though earlier is better) you should contact Philosophy's office staff and schedule your oral exam. It would be prudent to begin these arrangements much earlier, as there are a number of students finishing each semester. Faculty are sometimes out of town for conferences; you will need to plan with them to find a date and time when everyone is available for your oral exam. Your thesis committee chair will explain to you how the oral defense is conducted (ask).  <b><i>Beware of some timing issues (continued on the next page):</i></b> - Each oral exam should be scheduled such that there is a period of two weeks before the actual exam. During these two weeks, your completed thesis will be made available in the Department of Philosophy so that any interested party can read it.	11/4/16	4/14/17	11/3/17

<b>Graduate Student Timelines</b>	<b>Graduating Fall 2015</b>	<b>Graduating Spring 2016</b>	<b>Graduating Fall 2016</b>
<p><i>Note also:</i></p> <ul style="list-style-type: none"> <li>- Dennis Browe will make a public announcement of your oral exam date. Dennis will need the following: title of your thesis; date, time, and place of the defense; names of committee members.</li> <li>- Dennis will prepare the necessary forms. The student and the committee chair should review the students' file and contact Dennis to let him know which of the following forms to prepare in addition to the Report of Completion of Culminating Experience: Title Change for Culminating Experience, Petition for Committee Revision, Petition for Grade Change (if 898 was taken an earlier semester), etc.</li> </ul> <p><b>THESIS PAGES</b></p> <p>When you schedule your defense, please also format and print out the relevant first pages of your thesis that will require signatures (these will need to be printed on high-quality white paper according to the specifications required by the university: <a href="http://grad.sfsu.edu/content/current-students/thesis-dissertation-page">http://grad.sfsu.edu/content/current-students/thesis-dissertation-page</a>). These forms are due to Dennis one week before your defense. He will have them signed by your committee and hold on to them until you have officially passed your defense. At that point, you are responsible for procuring the pages and including them in the copy of your thesis that you will submit to the library.</p>			
<p>Bring your thesis to Graduate Studies (ADM 254) for a format check. See this link for important information: <a href="http://grad.sfsu.edu/content/current-students/thesis">http://grad.sfsu.edu/content/current-students/thesis</a></p>	Third Friday of November	Third Friday of April	Third Friday of November
<p><b><i>This is the last date by which you can take the oral exam.</i></b> This date ensures that if you need to do additional work on the thesis, you have time to do so before the final paperwork is due to Graduate Studies.</p> <p><b>REPORT OF COMPLETION (RC)</b></p> <p><b>Please request that this form is signed</b> by the following: your committee members, the Graduate Coordinator, and the Chair of the Department (the College Graduate Coordinator may substitute for the Chair) and submitted to Dennis Browe. (Dennis will make sure that your RC is submitted immediately (if you pass without condition) or at the appropriate later time (if you pass with condition).</p> <p>Note: It is not uncommon that students <b>pass the exam with condition</b>. If you receive such results, you will have until the date Graduate Studies requires theses to be submitted (see below) to fulfill any conditions and print your exam on white paper and to the formatting specifications required by the university).</p>	11/11/16	4/21/17	11/10/17
<p>By this date, you should have completed all <b>incompletes</b> as well as the relevant paperwork, which needs to be signed by the professor of the class and the department chair.</p>	12/2/16	5/5/17	12/8/17
<p><b><i>By this date, you should bring your thesis to Graduate Division.</i></b></p> <ul style="list-style-type: none"> <li>✓ They will certify that the thesis is signed and that it is formatted correctly. They will give you a thesis receipt. Next, you should bring your thesis and receipt to the Library's Digital Resource Center.</li> <li>✓ They will charge you (somewhere between \$30-50) for a library copy.</li> <li>✓ Please purchase a copy for the Department of Philosophy as well. And purchase one for yourself and other interested parties.</li> </ul>	12/21/16  (last Friday of Finals Week)	5/25/17  (last Friday of Finals Week)	12/21/17  (last Friday of Finals Week)
<p>Go to Graduation Ceremonies. This is not required, but it is recommended! The Philosophy Department throws a great party! Please invite your family and friends</p>	TBA	TBA	TBA

# TIMELINE FOR APPLYING TO PH.D. PROGRAMS

## Spring and Summer

- Make appointments with your professors so that you can talk with them about your plans.
- Begin thinking about which paper you will submit as your writing sample. Note that you may want to revise (and perhaps lengthen) your paper with the help of one or more of your professors. This is true even if you received an A on this paper.
- Study for and take the GRE.
  - Note that it is highly recommended that you study for and take this exam *before* the fall semester when you will apply for programs. This is because the process of applying for programs itself can be a time-consuming task, so you should not overburden yourself during this time.
  - If you google 'GRE' the GRE homepage will come up. Follow the links for information about the different kinds of exams (paper-based, computer-based), how many times you can take the exam, different ways of receiving your scores, etc.
- Consider many different graduate programs. In doing so, consult the following:
  - directories and brochures at the library,
  - departmental web pages,
  - *Peterson's Annual Guide to Graduate Study* and *Directory of American Philosophers* (available in the library),
  - the Leiter Report (this report is especially good for graduate programs that focus on analytic philosophy; see <http://www.philosophicalgourmet.com/>),
  - information provided by the Society for Phenomenology and Existential Philosophy (for graduate programs that focus on continental philosophy, click on 'resources' at [www.spep.org](http://www.spep.org))
- Think about which professors you will ask to write letters that recommend you.
- Ask three professors to write letters that recommend you. These professors should be: (1) your thesis committee chair; (2) the second person on your thesis committee; (3) one of the following: the third person on your committee, if you have one; a faculty member in whose graduate seminar you did superb work; a faculty member for whom you have TAed; your Phil 715 advisor (note: this third person does not need to be doing research in your field). Be aware that all faculty need to know of your request before the beginning of September so that they can budget their time. Note also that faculty are sometimes on leave and are not available to write letters in the fall, which is a good reason for contacting them in spring or summer. Keep in mind that under the current modes of submitting recommendations electronically, the submission of each letter is enormously time consuming for faculty; for this reason, faculty may put a limit on the number of letters they will submit on your behalf.
- Note: When you ask the professors to write your letters, be sure to ask whether or not they will be able to write you a good letter (you should not have any lukewarm letters in your dossier).

## Early September

- Gather application forms (and financial aid and housing information) from the programs to which you are considering applying. Schools prefer that you complete on-line applications. Be sure to check departmental web pages for application important information and deadlines.

- In deciding where to apply, consider the specialties, placement record, character, and size of the program. You should also consider the pros and cons of M.A. versus Ph.D. programs.
- You should apply to a number of programs. The competition is stiff, and you should be sure to apply to a number of “fall back” schools. (People often recommend submitting ten applications.)
- Draft your statement of intent.
- Work on your writing sample.
- Connect with the professors who will write your letters. Talk with them about your progress with respect to where you will apply, your statement of intent, and your writing sample.
- At this point, you should be able to provide to your letter writers the following:
  - a list of the schools to which you are applying,
  - clear directions about to where the letters should be sent,
  - your unofficial transcripts,
  - a draft of your statement of intent,
  - a draft of your writing sample,
  - prior work you did for their classes.

### October to December

- Work on your statement of intent and writing sample. Show drafts of these to the professors who are writing letters that recommend you.

### January and February (sometimes December)

- Applications are due!

**There are several online sites that discuss the process of applying to PhD programs. Below are just a few:**

- The University of Chicago, Department of Philosophy
  - <http://philosophy.uchicago.edu/prospective/admissions.html>
- Brian Leiter’s Philosophical Gourmet Report
  - <http://www.philosophicalgourmet.com/applyingto.asp>

### Other sites you may want to examine:

- Philosophy Graduate Schools Friendly to Continental Philosophy
  - <http://www.earlham.edu/~phil/gradsch.htm>
- NYU’s Listing of Graduate Programs
  - <http://www.nyu.edu/gsas/dept/philo/guides/realguide.html>

### Information about Midwestern graduate schools to which you can apply for free:

- <https://www.cic.net/students/freeapp/introduction>

SAN FRANCISCO STATE UNIVERSITY  
 REQUEST FOR CHANGE OF MASTER'S DEGREE  
 (Continuing Graduate Students Use Only)

Form to Change Standing  
Conditionally Classified → Classified

Name: \_\_\_\_\_ Last First Student ID: \_\_\_\_\_  
 Address: \_\_\_\_\_ Number and Street Phone No. (\_\_\_\_) \_\_\_\_\_  
 City State Zip E-Mail: \_\_\_\_\_

① Fill this out

CURRENT PROGRAM:  
 EMBA  MA  MBA  MFA  MM  MPA  MPH  MS  MSA  MSW  
 Major: \_\_\_\_\_ Concentration: \_\_\_\_\_

~~NEW PROGRAM~~  
 EMBA  MA  MBA  MFA  MM  MPA  MPH  MS  MSA  MSW  
 Major: \_\_\_\_\_ Concentration: \_\_\_\_\_  
 Add  Remove Credential (if applicable)  
 Credential Name: \_\_\_\_\_ Credential Code: \_\_\_\_\_  
 Current SFVSU Graduate Cumulative GPA: \_\_\_\_\_ Attach an official SFVSU transcript: <https://www.sfsu.edu/online/legmin.htm>  
 Students may not pursue two master's degrees at the same time. Students must complete one degree before beginning work on a second degree. If this action is approved, your current degree objective will be changed to your new objective and the course work you have already completed cannot be counted towards another degree at a later date. No more than 12 units of already completed courses can be counted toward your new degree objective.  
 I understand these restrictions. SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

DEPARTMENT RECOMMENDATION:  
 EFFECTIVE SEMESTER: \_\_\_\_\_  
 ACCEPTED TO CLASSIFIED standing  DENIED  ACCEPTED TO CREDENTIAL  
 ACCEPTED, with CONDITIONS (Recommended): \_\_\_\_\_

③ Submit to Grad. Coord. Assistant with:  
 a) Paperwork that shows what prerequisites were required.  
 b) Transcript that shows prereqs were completed

SIGNATURE: \_\_\_\_\_ Department Chair (or Designee) Type or Print Last Name Date: \_\_\_\_\_

Department MUST submit to Division of Graduate Studies - ADM 250  
 Division of GRADUATE STUDIES:

SFVSU Cumulative GPA: \_\_\_\_\_ Continuing Student:  No  Yes Admitted/Holds:  No  Yes  
 Comments: \_\_\_\_\_

Exceeds 12 units of completed coursework

ACTION TAKEN:  Admitted  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean, Graduate Studies

ACTION RECORDED:  Entered in SAMS and Grad Database  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Graduate Studies Staff



# PCE Form

San Francisco State University Division of Graduate Studies ADM 254 (415)338-2234

## PROPOSAL FOR CULMINATING EXPERIENCE 898: THESIS

THESIS RECEIPT REQUIRED UPON COMPLETION  
Complete, print and file this form with the Division of Graduate Studies in accordance with guidelines published in the University Bulletin.  
NO HANDWRITTEN FORMS WILL BE ACCEPTED

1. Official Degree Title as listed in the University Bulletin: \_\_\_\_\_

Master of Arts Major Philosophy

Concentration or emphasis (if applicable) \_\_\_\_\_

2. Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Email \_\_\_\_\_

3.  Check here if this is a REVISED proposal (withdrawing previous proposal)

4.  I plan to register for the 898 course in (enter term and year): \_\_\_\_\_ or  I previously registered for the 898

5. Title (Limit 72 words): (Report any title change to the Division of Graduate Studies prior to filing completed work.) \_\_\_\_\_

6. Brief statement of project (must fit in space allotted):  
IF PROJECT INVOLVES HUMANS, VERTEBRATE ANIMALS, OR STEM CELLS, YOU MUST COMPLETE SECTION 8 ON PAGE 2

7. Projected timeline for completion of culminating experience  
Complete in detail with your advisor. Indicate dates when sections/specific work will be due to faculty for review.

PLAN FOR COMPLETION OF CULMINATING EXPERIENCE	DATES TO BE SUBMITTED TO FACULTY FOR REVIEW
LIST COMPONENTS OR SECTIONS FOR COMPLETION	
Submit final draft of thesis to entire committee and to Dept. of Philosophy. Schedule Oral Exam	Week 10
Take Oral Exam	Week 12
Complete any necessary revisions; submit to committee; submit to Grad Studies and Library	Week 15
I PLAN TO COMPLETE MY DEGREE IN: <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER YEAR _____	
I have reviewed the above with my committee members and agree to the terms of the projected timeline	
STUDENT SIGNATURE _____	DATE _____

work with your committee chair to formulate a plan for your thesis drafts. List these components here.

List these weeks and components on your PCE

↑ student signs  
COMPLETE PAGE 2 AND OBTAIN ALL REQUIRED SIGNATURES

PCE Continued

COMPLETE SECTION 8 IF RESEARCH INVOLVES ANY HUMANS, VERTEBRATE ANIMALS, OR STEM CELLS

8. Project involves research with: Humans  Vertebrate Animals  Stem Cells

NOTE: YOU MAY NOT BEGIN YOUR RESEARCH UNTIL YOU RECEIVE APPROVAL

My protocol has already been reviewed by ORSP-Human and Animal Protections, and the approval/exception letter is attached.

My protocol was submitted to ORSP-Human and Animal Protections on (month/year) \_\_\_\_\_ and is under review.

My research protocol is attached. Please forward to ORSP-Human and Animal Protections.

I am not sure if my research with humans requires IRB review: FILL OUT THE SECTION BELOW

Please describe your research question(s), your participants, and how you will be collecting data:

Please describe the anticipated end result of your research (e.g., publication, normal educational practices, self-study, etc.):

REQUIRED NAMES AND SIGNATURES

9. Supervising committee: must include a minimum of two TENURED or TENURE TRACK faculty members from the student's major department

FOR COMMITTEE CHAIR:  
I will be available to work with students (1) during winter break  YES  NO (2) during the summer months  YES  NO

Committee Chair:

SIGNATURE \_\_\_\_\_ TYPE/PRINT NAME, ACADEMIC RANK AND DEPT. \_\_\_\_\_ EMAIL (REQUIRED) \_\_\_\_\_

Other committee member(s):

2nd

SIGNATURE \_\_\_\_\_ TYPE/PRINT NAME, ACADEMIC RANK AND DEPT. \_\_\_\_\_

3rd

SIGNATURE \_\_\_\_\_ TYPE/PRINT NAME, ACADEMIC RANK AND DEPT. \_\_\_\_\_

10. Department chair/graduate coordinator: I have reviewed the above proposal, including the composition of the supervising committee and find it acceptable for meeting the culminating experience requirement for the master's degree in the major indicated.

SIGNATURE \_\_\_\_\_ TYPE/PRINT NAME AND TITLE \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICE USE ONLY

Sent to ORSP-HAP on \_\_\_\_\_ For ORSP-HAP \_\_\_\_\_ Date \_\_\_\_\_  Excepted  Approved

Accepted by Division of Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_

Rev 3/13

\* Committee Chair must fill this section out.

← All committee signatures needed