

GRADUATE HANDBOOK
Department of Philosophy
Florida State University
(Revised November 2024)

CONTENTS

1. ADMISSION

2. FINANCIAL ASSISTANCE

3. M.A. DEGREE

3.1 *M.A. Committee*

3.2 *Requirements for the M.A.*

- A. Cumulative grade point average, grade requirements, incompletes, and evaluation
- B. Formal methods requirement
- C. Required proseminars
- D. History requirement
- E. Breadth requirement
- F. Thesis M.A.
- G. M.A. by coursework only
- H. University-wide requirements

3.3 *Requirements for the M.A.: Philosophy of Science Major*

4. Ph.D. DEGREE

4.1 *Special Area Committee*

4.2 *Dissertation Committee*

4.3 *Requirements for the Ph.D.*

- A. Cumulative grade point average, grade requirements, incompletes, and evaluation
- B. Admission to Ph.D. candidacy
- C. Further credit hour requirements for the Ph.D.
- D. Language requirement
- E. Dissertation Prospectus
- F. Dissertation
- G. University-wide requirements

5. LEAVES OF ABSENCE

6. TUTORIALS

7. DISMISSAL

7A. DISMISSAL DUE TO FAILING THE SPECIAL AREA EXAMINATION TWICE

1. ADMISSION

The department encourages students who are interested in a Ph.D. program to enroll directly in that program. The department will also admit students into the M.A. program.

To be admitted to either program, a student must ordinarily have had at least a 3.0 grade point average (GPA) during the last two years as an undergraduate student (or graduate student, if applicable). Satisfaction of this requirement is, of course, not a guarantee of admission; indeed, the typical student to whom we make an offer of admission has a significantly higher GPA than this minimum requirement. Occasionally, however, an applicant who fails to meet this requirement, but who possesses special qualifications, may be admitted. The applicant's baccalaureate degree need not be in philosophy, but, unless the circumstances are exceptional, he or she should have completed some coursework in philosophy.

To apply for admission to the program and to the university, go to

<https://philosophy.fsu.edu/graduate-study/graduate-maphd-admissions>

and click the appropriate application link.

Further information about the Florida State University may be obtained at **fsu.edu**
Further information about the Department of Philosophy may be obtained at **philosophy.fsu.edu**

2. FINANCIAL ASSISTANCE

A number of teaching assistantships, carrying taxable stipends, are available to currently enrolled graduate students and to new applicants. A small number of fellowships are also available. To be considered for assistantships, completion of the application for admission will suffice. Applicants who are nominated for fellowships will be notified of any further application requirements.

The deadline to ensure full consideration for admission and funding is **January 2nd**. However, applications will be accepted until the final application deadline of March 31st.

Information on other forms of financial assistance (grants and loans) may be obtained at **financialaid.fsu.edu**

3. M.A. DEGREE

The department offers a thesis M.A. and a coursework only M.A. The thesis option requires the completion of an M.A. thesis (see 3.2 F below), and the coursework only option requires the completion of additional coursework (see 3.2 G below).

3.1 *M.A. Committee*

In consultation with the Director of Graduate Studies, students must select a major professor with Graduate Faculty Status (GFS) by the end of the first year in residence. The major professor will guide the selection of courses for students pursuing the coursework only option. Students pursuing the thesis option should, in consultation with the major professor, select a minimum of two other faculty members with GFS to form their M.A. committee. (One member may be from outside the department of philosophy if appropriate for the student's area of study.) The M.A. committee will be responsible for supervising the M.A. thesis (with the major professor serving as chair of the thesis committee and the candidate's thesis advisor). A member of the specialized faculty with at least Co-Master's Directive Status (CMDS) may serve as an additional (fourth) member of the MA thesis committee.

3.2 *Requirements for the M.A.*

A. Cumulative grade point average, grade requirements, incompletes, and evaluation

Students must maintain a cumulative grade point average of at least 3.0. Failure to maintain a satisfactory grade point average is a ground for dismissal from the program.

In order for a letter-graded seminar, course, or tutorial to count toward any of the degree requirements, a grade of 'B-' or better is required.

Students who do not initially receive at least 'B-' in Modern Logic I (or other formal methods course taken instead; see 3.2 B) or the proseminars (see 3.2 C) may retake the course(s) only once (under the tutorial number PHI 5998: see section 6). Failure to achieve the required 'B-' in any of these courses on the second attempt constitutes grounds for dismissal from the program (see section 7).

Instructors may give an incomplete ('I') only if the student provides an acceptable excuse for not completing the course assignments. If an extension of an 'I' is required, a request, with justification, should be provided to the instructor at least two weeks before the expiration of the 'I'.

At the end of each Spring semester, all students must prepare a Graduate Student Annual Review form describing their academic achievements for the preceding year. Students are then evaluated by the department, and receive a letter from the Director of Graduate Studies reporting the results of this evaluation.

B. Formal methods requirement

All M.A. students must satisfy a formal methods requirement. The standard way to satisfy this requirement is to complete Modern Logic I (PHI 5135). (IDS 3358 or an equivalent course in symbolic logic is a prerequisite for Modern Logic I.)

Alternatively, **but only with prior approval from the Director of Graduate Studies**, the requirement can be satisfied by completing another appropriate graduate-level formal methods course, either in the Philosophy Department or another department.

Modern Logic I (or any other formal methods course taken to satisfy this requirement) does **not** count toward the letter-graded seminar requirement (see 3.2 F & G, and 4.3 B).

C. Required proseminars

I. PHI 6935 (I), Proseminar in Value Theory
(Ethics, or Social or Political Philosophy)

II. PHI 6935 (II), Proseminar in Theoretical Philosophy
(Epistemology, Metaphysics, or Philosophy of Language, Mind, or Science)

All M.A. students are required to take each of the proseminars, which count toward the letter-graded seminar requirement (see 3.2 F & G, and 4.3 B).

Students in the proseminars will read selected works on core topics in the respective areas. There will be writing assignments, and there may, at the discretion of the instructor, be examinations.

D. History requirement

All M.A. students must take two letter-graded seminars in the history of philosophy. And they must satisfy a period requirement by taking history of philosophy courses on at least two different historical periods. The period requirement may be satisfied by taking two seminars in two different periods (periods will be identified by instructors), or it may be satisfied by taking one history seminar and one letter-graded tutorial on different periods.

Note that this latter option **only** satisfies the period requirement; it does **not** satisfy the two history seminar requirement. Students pursuing it must produce a tutorial program of study prior to the relevant semester, and get it approved by the tutorial instructor and the Director of Graduate Studies. (The tutorial program of study may include the requirement that the student attend an undergraduate class.) The letter-graded tutorial may count toward the letter-graded seminar hour requirement (see 3.2 F & G, and section 6).

E. Breadth requirement

In addition to taking the two proseminars, and the two seminars required to meet the history requirement, all M.A. students must take at least one letter-graded seminar from each of the following three lists:

- (i) Epistemology, Metaphysics, or Philosophy of Science;
- (ii) Philosophy of Action, Language, or Mind;
- (iii) Ethics, Social or Political Philosophy.

One seminar may fall under headings in two or more of the lists, as identified by instructors, but students taking such a seminar will only get credit for one list (which they may choose). And no one seminar may be used by students toward satisfaction of both their breadth and history requirements.

A letter-graded tutorial may be substituted for one seminar in satisfaction of the breadth requirement. Students pursuing this option must produce a tutorial program of study prior to the beginning of the relevant semester, and get it approved by the tutorial instructor and the Director of Graduate Studies. (The tutorial program of study may include the requirement that the student attend an undergraduate class.) The letter-graded tutorial may count toward the letter-graded seminar hour requirement (see 3.2 F & G, and section 6).

F. Thesis M.A.

1. Credit hour requirement: 33 hours

At least 24 hours out of the total 33 must be letter-graded philosophy seminars. (21 of these 24 are satisfied by the proseminar, history, and breadth requirements; all 24 if a tutorial is taken to satisfy part of the history period requirement.)

6 hours out of the total 33 must be thesis hours (PHI 5971).

The formal methods requirement, when combined with the required seminar and thesis hours, yields the 33 hours required for the degree.

2. Thesis prospectus

During the student's second year in residence, the student is responsible for preparing a thesis prospectus to be approved by every member of the M.A. committee. The thesis prospectus should include a description and defense of a viable research project, and a bibliography. A graduate seminar paper may be the basis of the prospectus.

3. Thesis

A student's thesis committee is charged with guiding the M.A. candidate through the successful completion of an original piece of philosophical work of typically 8,000–10,000 words in length (at the discretion of the M.A. committee). The student must orally defend the thesis before being awarded the M.A.

Copies of the thesis in the form in which the candidate's thesis advisor and the candidate expect it to be defended shall be made available to all members of the thesis committee at least two weeks prior to the date of the oral defense.

Also at least two weeks prior to the date of the oral defense, the student must notify the philosophy office staff of, and submit electronically to The Graduate School, the thesis title, and the date, time, and place of the defense. The defense date will be posted on the Defense Calendar on The Graduate School's website.

The oral defense may be conducted remotely if the student or members of the dissertation committee cannot all be physically present on campus on the defense date. The department must be given at least two weeks notice if this is to be the case.

A copy of the final version of the thesis should be provided to the philosophy office staff for the student's file.

G. M.A. by coursework only

Credit hour requirement: 33 hours

At least 30 hours out of the total 33 must be letter-graded philosophy seminars. (21 of these 30 are satisfied by the proseminar, history, and breadth requirements; 24 if a tutorial is taken to satisfy part of the history period requirement.)

Students may repeat a given seminar number up to 3 times (for a total of 9 hours), but repetition beyond this requires departmental approval. (See also section 6.)

(The formal methods requirement, when combined with the required seminar hours, yields the 33 hours required for the degree.)

H. University-wide requirements

Students should consult the current edition of the Florida State University *General Bulletin (Graduate Edition)* to ascertain additional university-wide requirements. For instance, after commencing a seminar, MA students may switch only two of them from letter-graded to satisfactory / unsatisfactory (with approval). (A DIS is an alternative way to cover seminar material on a satisfactory / unsatisfactory basis.)

3.3 *Requirements for the M.A.: Philosophy of Science Major*

The requirements for the Philosophy of Science Major (PSMA) are largely the same as for the regular MA (see section 3.2). There is no History requirement for the PSMA. Further differences are reflected in the following.

Thesis M.A.

33 hours required: 30 graduate hours from philosophy and 3 letter-graded outside hours (outside hours should be relevant to the philosophy of science; advanced undergraduate courses [4000-level] are permissible, though note that **undergraduate courses are not covered by the tuition waiver**).

Six hours out of the total 30 from philosophy must be thesis hours (PHI 5971).

The remaining 24 hours from philosophy comprise the following, all letter-graded:

Modern Logic I (PHI 5135), or other approved formal methods course
Proseminar in Value Theory (PHI 6935 I)

Proseminar in Theoretical Philosophy (PHI 6935 II)

Seminar in Philosophy of Science (PHI 6406)

At least one seminar from each of the following two lists:

(a) Epistemology, Metaphysics;

(b) Philosophy of Action, Language, or Mind.

Six further hours in seminars designated as suitable for PSMA credit by the instructor.

M.A. by coursework only

33 hours required: 30 graduate hours from philosophy and 3 letter-graded outside hours (outside hours should be relevant to the philosophy of science; advanced undergraduate courses [4000-level] are permissible, though note that **undergraduate courses are not covered by the tuition waiver**).

The 30 hours from philosophy comprise the following, all letter-graded:

Modern Logic I (PHI 5135), or other approved formal methods course

Proseminar in Value Theory (PHI 6935 I)

Proseminar in Theoretical Philosophy (PHI 6935 II)

Seminar in Philosophy of Science (PHI 6406)

At least one seminar from each of the following two lists:

(a) Epistemology, Metaphysics;

(b) Philosophy of Action, Language, or Mind.

Twelve further hours in seminars designated as suitable for PSMA credit by the instructor.

4. Ph.D. DEGREE

Candidates for the Ph.D. fall into three categories:

- (i) those without an M.A. in philosophy who are admitted directly to the Ph.D. program,
- (ii) those who were admitted to the M.A. program, have completed all of their M.A. requirements (or are about to), and now seek to continue to the Ph.D.,
- (iii) those with an M.A. in philosophy from another institution.

The department's M.A. degree is intended to constitute the first part of the requirement for admission to candidacy for the Ph.D. Thus, students in category (i) should first pursue, and gain, the M.A. degree (they should consult with their major professor concerning whether to select the thesis or coursework only option).

Students in category (ii) should apply for admission to the Ph.D. program, and, should they succeed, embark on fulfilling the Ph.D. requirements below after receiving their M.A. Admission to the Ph.D. program for students in this category is based on the same criteria as for those in category (iii), namely GPA, a writing sample, and letters of recommendation.

Students in category (iii) should first meet with the Director of Graduate Studies for the purpose of determining a program of study for their first 2-4 semesters, during which they should plan to satisfy the departmental M.A. requirements 3.2 A-E above. Such students may petition the department to waive up to 24 credit hours for graduate courses and seminars taken at other institutions, and to have some, or perhaps all, of these count toward meeting some of requirements 3.2 A-E. In considering waiver requests, the department will take into account the nature of the course(s) and the grade(s) received.

4.1 *Special Area (Advisory/Examining) Committee*

Once a student in category (i) or (ii) has obtained the M.A., or a student in category (iii) has fulfilled requirements 3.2 A-E, s/he should select a major professor with Graduate Faculty Status (GFS) appropriate for his or her planned area of concentration (in the case of students in category (i) or (ii) this may, but need not, be their M.A. major professor). In consultation with the major professor, the student then selects a special area committee comprising the major professor and at least two other members of the department with GFS. A member of the specialized faculty with at least Co-Master's Directive Status (CMDS) may serve as an additional (fourth) member of the special area committee. This committee is charged with guiding the student's progress toward the special area examination (see 4.3 B below), setting this examination, and evaluating the student's performance on it. The special area examination is the final requirement for admission to candidacy for the Ph.D. (see 4.3 B below).

4.2 *Dissertation Committee*

After the student has been admitted to candidacy for the Ph.D. (see 4.3 B below) and before s/he reaches the stage of defending the dissertation prospectus (see 4.3 E below), the dissertation committee must be formed. This committee must have at least four members with GFS: at least three from within the philosophy department, one of

whom chairs the committee and serves as the student's dissertation advisor, plus a tenured faculty member from outside the department, who serves as the university representative. At least two members of the committee are normally drawn from among those members of the student's special area committee with GFS. A member of the specialized faculty with at least Co-Master's Directive Status (CMDs) may serve as an additional (fifth) member of the dissertation committee. And additional outside members may be added as appropriate, but the number of GFS philosophy department faculty on the committee must be in the majority.

4.3 Requirements for the Ph.D.

A. Cumulative grade point average, grade requirements, incompletes, and evaluation

As for the M.A. (see 3.2 A above)

B. Admission to Ph.D. Candidacy

As prescribed above, all Ph.D. students must meet M.A. requirements 3.2 A-E, which requires 24 hours at the graduate level. Further graduate hours, including those accepted from other institutions by waiver (see above), may all be counted toward the 60 hour requirement below; and the seminar hours may be counted toward the 30 hour seminar requirement.

The requirements, then, for admission to candidacy for the Ph.D. in philosophy are as follows:

1. M.A. required

The student must have the M.A. degree in philosophy, and, if the M.A. is from elsewhere, they must have completed M.A. requirements 3.2 A-E.

2. Credit hour requirements: 60 hours (see also 4.3 C)

At least 30 hours must be letter-graded seminars in philosophy.

(Students may repeat a given seminar number up to 3 times (for a total of 9 hours), but repetition beyond this requires departmental approval.) (See also section 6.)

As part of the 60 hour requirement the student may, but need not, take DIS hours, tutorials, supervised teaching hours, supervised research hours, graduate language hours, and/or graduate hours outside philosophy, subject to the following limitations. Of the 60 hours, at most:

- 6 can be DIS or tutorial hours (excluding tutorials that are fulfilling seminar hours: see section 6)
- 3 can be supervised teaching hours
- 3 can be supervised research hours
- 3 can be graduate language hours
- 12 can be graduate hours outside philosophy

Note that **prior approval is required if the tuition waiver is to cover graduate hours outside philosophy.**

3. Special Area examination

The Special Area examination satisfies the Graduate School requirement for a preliminary examination. Each student, with the advice of their special area

committee, should select a topic, and a related reading list (typically 15-20 article-length items), to be the focus of either a four-hour closed book ('in-class') examination, or a 'take-home' examination (one week) plus oral defense, at the discretion of the student's special area committee. (An oral defense of the in-class examination may be required, but only if the result is borderline or mixed.) This examination should be related to the student's dissertation topic. Preparation for the examination then serves as foundational research for the dissertation.

Students should register for the preliminary examination course (PHI 8964; zero hours) at the beginning of the semester in which they intend to take their special area examination. 60 credit hours must be completed by the end of that semester (see 4.3 B 2 above). In consultation with their special area committee, the student should schedule their examination, and, in the case of a take-home, their oral defense, so as to leave time in the semester for the result to be determined prior to the deadline for grade submission.

Department policy is to allow faculty leeway with respect to the structure of the examination, but typically the student drafts about six related questions. The committee then revises the questions, if necessary, and chooses about four for the student to study, with two or three of these being on the exam, for the student to answer at least two of them. The combined answers to these questions are usually 4,500-6,000 words (in-class) or 6000-7000 (take-home). Each question should require some evaluative judgment in response: students are expected to take a stand on an issue, and argue for their position.

Each committee member reads the exam and sends their overall grade – pass or fail – to the philosophy office staff, for transmission to the major professor. (The philosophy office staff also needs a copy of the examination questions and answers for the student's file.) If the exam is in-class, the major professor then informs the student of the result. If the examination is take-home, the student learns the final result after the oral defense.

If the student passes, s/he fills in the admission to candidacy form, to be signed by the chair, and given to the philosophy office staff:

https://registrar.fsu.edu/forms/admission_to_candidacy.pdf

The special area examination may be retaken only once. Failure to pass the examination on the second attempt constitutes grounds for dismissal from the program (see sections 7 and 7A).

C. Further credit hour requirements for the Ph.D. (see also 4.3 B 2)

Beyond the 60 hours required for admission to candidacy, a further 30 are required for the Ph.D. At least 24 of these further 30 hours must be dissertation hours.

As part of the total 90 hours required for the Ph.D., the student may, but need not, take DIS hours, tutorials, supervised teaching hours, supervised research

hours, graduate language hours, and/or graduate hours outside philosophy, subject to the following limitations. Of the 90 hours, at most:

- 12 can be DIS or tutorial hours (excluding tutorials that are fulfilling seminar hours: see section 6)
- 5 can be supervised teaching hours
- 5 can be supervised research hours
- 3 can be graduate language hours
- 12 can be graduate hours outside philosophy

Note that **prior approval is required if the tuition waiver is to cover graduate hours outside philosophy.**

D. Language requirement

There is no general foreign language proficiency requirement for the Ph.D. However, when knowledge of a particular foreign language is deemed necessary for a student's chosen dissertation focus by either the special area or dissertation committee, the student must demonstrate a reading knowledge of that language.

E. Dissertation Prospectus

Within two semesters after admission to candidacy, the student must submit and defend a dissertation prospectus. The prospectus should include a description and defense of a viable research project (5-10 pages) and a bibliography. The prospectus is to be defended before the student's dissertation committee.

Upon successful defense of the dissertation prospectus the student must submit a copy of the defended prospectus to the philosophy office staff.

F. Dissertation

A student's dissertation committee is charged with guiding the doctoral candidate through the successful completion of an original piece of philosophical work, usually during the last year or 18 months of residence, but the dissertation may be written in absentia. The student must orally defend the dissertation, and receive a unanimous vote of approval from the dissertation committee, before being awarded the doctorate.

Copies of the dissertation in the form in which the candidate's dissertation advisor and the candidate expect it to be defended shall be made available to all members of the dissertation committee at least four weeks prior to the date of the oral defense.

At least two weeks prior to the date of the oral defense, the student must notify the philosophy office staff of, and submit electronically to The Graduate School, the dissertation title, and the date, time, and place of the defense. The defense date will be posted on the Defense Calendar on The Graduate School's website.

The oral defense may be conducted remotely if the student or members of the dissertation committee cannot all be physically present on campus on the defense date. The department must be given at least two weeks notice if this is to be the case.

A copy of the final version of the dissertation should be provided to the philosophy office staff for the student's file.

G. Scholarly Engagement

There is a university requirement that doctoral students actively participate in the scholarly community. Doctoral students in philosophy can satisfy this requirement by completing their 30 hour seminar requirement (see 4.3 B 2). (Note: After commencing a seminar, PhD students may switch only three of them from letter-graded to Satisfactory/Unsatisfactory (with approval). A DIS is an alternative way to cover seminar material on a Satisfactory/Unsatisfactory basis.)

H. Further university requirements

Students should consult the current edition of the Florida State University *General Bulletin (Graduate Edition)* to ascertain additional university requirements.

5. LEAVES OF ABSENCE

Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include, but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request.

Before applying for leaves of absence, students should consult with the Director of Graduate Studies, who can provide details on the process.

6. TUTORIALS

If a graduate student wants to pursue a topic with a faculty member outside the regular curriculum of courses and seminars, among the options are: (a) directed independent study (DIS) and (b) a tutorial.

Tutorials are letter-graded (A-F) by default, but, with a request from the student approved by the faculty member, they may be taken S/U (Satisfactory/Unsatisfactory). (DIS's may only be taken S/U.)

A graduate student may count up to **two** three credit hour tutorials toward the letter-graded philosophy seminar credit hour requirement for the M.A. or Ph.D. provided that the tutorials are letter-graded (with a grade of at least 'B-' being achieved), and follow a tutorial program of study approved **beforehand** by the instructor (who must be a member of the philosophy faculty), and the Director of Graduate Studies, as being seminar-equivalent. (The tutorial program of study may include the requirement that the student attend an undergraduate class.)

Tutorials may count toward the breadth requirement, as per 3.2 E, and, as per 3.2 D, toward the history period requirement, but not toward the two history seminar

requirement. Tutorials may **not** be taken in lieu of the formal methods requirement (3.2 B) or the proseminars (3.2 C).

After completion, the philosophy office staff should be notified of the tutorial's seminar-equivalence, so that it may be noted in the student's file. (DIS's may not count toward the seminar requirement since they are not letter-graded.)

When this handbook states that a course may be retaken under the tutorial number PHI 5998, this means that the student may retake the course, but only under PHI 5998, since students may not take the relevant courses more than once under the course number.

7. DISMISSAL

The University reserves the right to dismiss graduate students and terminate their enrollment in an academic program based on a number of different criteria, beyond that of GPA alone. Oversight is provided by The Graduate School, Office of Faculty Development and Advancement, and Office of the Registrar. Additional details on the steps involved in the process are available for faculty and administrators from the Office of Faculty Development and Advancement and for graduate students at the Graduate School.

Dismissed students will not be permitted to register for graduate study, including registering as a non-degree student, in the degree program or college from which they had enrollment terminated.

Graduate students who have been dismissed from one degree program may seek admission to another degree program but will not be readmitted or allowed to add the dismissed degree program back as a second major or degree. This includes seeking admission into a different degree program that shared a joint pathway with the dismissed degree program.

Program terminations (dismissal for a reason other than GPA – but see also 7A) are generally identified by the faculty with support from the Department Chair (or unit head) in the department/unit or single-unit college level and may occur for a number of different reasons, including but not limited to:

- Inability to conduct independent research in a manner appropriate to the accepted norms of the discipline;
- Inability to function within a team environment to the degree that it negatively affects the learning and/or research of fellow graduate students;
- Behavior that does not meet the professional standards of the discipline;
- Failure to meet one or more milestone requirements (such as failure to achieve the required grade in one or more of the proseminars, or Modern Logic I or other approved formal methods course, on the second attempt, or, for PhD students, the special area exam or prospectus defense);
- Failure to complete important degree milestone requirements within a reasonable period of time;
- Failure to complete the doctoral degree or make timely progress towards the

- research or writing of their treatise or dissertation;
- Failure to complete the master's degree or make timely progress towards the research or writing of their thesis, or the production of their thesis-equivalent creative project;
- Extensive petitions for candidacy extension;
- Failure to be approved for an Extension of Time (EOT).

In addition, please note that suspension or expulsion from the university may result if a student is found responsible in a formal Academic Honor Policy (AHP) hearing for an egregious AHP violation, or as an outcome from a Student Conduct Code charge for which a student is found responsible. Students who are dismissed for reasons other than grades may follow the General Academic Appeals Process if they have evidence that academic regulations and procedures have been improperly applied.

In the philosophy department, should concerns about a graduate student that may warrant dismissal from the graduate program arise, the following steps will be followed:

Step 1: The student will be identified by the department as not making sufficient progress towards the degree, as failing to complete the degree within the specified time-period, or as failing to meet the department's academic standards, regardless of GPA.

Step 2: The student will meet with his/her major professor and the Director of Graduate Studies to develop a remediation plan.

- The department will provide a written remediation plan or written academic "warning" to the student.
- The remediation plan/academic warning will be tailored to the student and documented. The annual evaluation letter is one opportunity to document unsatisfactory progress.
- The Office of the Dean of the College of Arts and Sciences will also be notified of the situation, the deficiencies, and the remediation steps presented to the student.

Step 3: If the student fails to resolve/remediate the specified and documented deficiency, the department may initiate a program termination. If the department chooses to dismiss the student, the following steps will be completed prior to notifying her or him.

- The department will consult with the Office of the Dean of the College of Arts and Sciences of the intent to pursue program termination. The consultation will include the remediation steps taken, the student's efforts to date to resolve or address the deficiencies, and the grounds for the program termination.
- At the time of dismissal, the major professor and/or department chair may petition the Office of the Dean of the College of Arts and Sciences for consideration of special circumstances that the professor/department chair thinks constitute justification for an exception to this termination.
- The Office of the Dean of the College of Arts and Sciences will inform the Registrar's Office and the Graduate School of its intent to move forward with program termination. In conjunction, the three offices will tailor a letter specific to the circumstances of the student, including language and alternatives, if any.
- The department may, at its discretion, offer the student the opportunity at this point to change her/his degree program level.

Step 4: A letter will be sent to the graduate student being dismissed that specifies the following:

- The reasons for termination;
- The fact that an academic hold will be placed on registration, and the effective date/semester;
- The fact that dismissal from the program constitutes dismissal from the University;
- Any limitations on future enrollment in courses offered by the department/college, should the student reapply to the university in a different program;
- Alternatives a student could request, e.g., graduating with a master's instead of a Ph.D. (assuming coursework and degree requirements are met);
- Timeline to complete specific coursework, if any;
- Notification of the right to appeal to the Chair and the Director of Graduate Studies, and information about how to do so;
- A deadline for any appeal submittal.

7A. DISMISSAL DUE TO STUDENT'S FAILING THE SPECIAL AREA EXAMINATION TWICE

The Special Area examination satisfies the Graduate School requirement for a preliminary examination. The university has its own policy regarding students who fail the preliminary examination twice, which thus applies to the department's Special Area examination. Here is the policy:

If a student fails the preliminary examination before being admitted to candidacy, a re-examination may be offered by the student's supervisory committee or other relevant decision-making body within each department or unit, per that department or unit's doctoral student handbook. The Academic Dean's office should be notified of the outcome of any preliminary exam attempt.

Students can take the preliminary examination for admission to candidacy only two times. A second failure on the preliminary exam makes the student ineligible to continue in the degree program. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. For the purpose of this policy, a "full class week" is defined as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempt, if necessary within the same semester, and must receive either a "pass" or a "fail" grade for each attempt.

An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean's Office by either the student or the supervisory committee. Students who allege that academic regulations and/or procedures were improperly applied for the re-examination of their preliminary exam may have their grievances addressed through the general academic appeals process. The full preliminary exam policy as listed here must be added to all doctoral student handbooks.