DEPARTMENT OF PHILOSOPHY

2023-2024

Graduate Handbook

for all PhD and Master's Programs

Last revision 29 February 2024

Note: The information contained in this graduate handbook template focuses on the resources and locations available at the Carnegie Mellon Pittsburgh Campus.

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WELCOME

Welcome to the Department of Philosophy at Carnegie Mellon University! We are glad to have you join our department as a student, and we hope that your experience with us is personally and professionally fulfilling.

We intend this handbook to be informative about the important departmental procedures and policies relevant to graduate studies here. Our handbook is specific about many of the services that the department provides, and we indicate what we expect in turn from our graduate students. Since such regulations are guidelines and cannot be explicit about all circumstances that arise, we apply the "the reasonable person principle." We expect each member to treat others and to be treated as a reasonable person, understanding that sometimes reasonable people differ and, more important, understanding that reasonable people learn how to improve their cooperative arrangements. Hence, the procedure and policies described in this document are open to revision as we see better how to serve as your teachers and colleagues.

This handbook applies to all graduate degrees offered by the Department of Philosophy, including M.S., M.A., and Ph.D. degrees in Logic, Computation and Methodology, Philosophy, and Pure and Applied Logic. Some policies are specific to a few degree programs and will be noted as such.

OVERVIEW OF DEPARTMENT

Our vision of philosophy is interdisciplinary, rigorous, applied and relevant. We do research on the foundations of science, computation, mathematics, rationality, causation, cognitive science, and other disciplines. We publish in philosophy, mathematics, computer science, biology, medicine, neuroscience, statistics, social science, educational research, linguistics, and other disciplines. Our faculty serve on National Academies of Science committees, work with the WHO, the CDC, the NSA, and NASA, and do work directly in the community via deliberative democracy. Our close connections to several other disciplines at Carnegie Mellon and our proximity to the University of Pittsburgh make for the most exciting venue for interdisciplinary philosophical work in the world today.

DEGREES OFFERED

Our department offers both PhD and Master's degrees. At the PhD level we have three degree programs: Philosophy; Logic, Computation, and Methodology (LCM); and Pure and Applied Logic. The Philosophy and LCM degrees are designed as interdisciplinary degrees for people interested in working in any of the areas supported by the department. The Pure and Applied Logic degree is focused specifically on logic and is intended for people with a more substantial focus on mathematics or computer science.

At the master's level we offer two degrees: Philosophy and Logic, Computation and Methodology (LCM). The philosophy degree is a traditional philosophy master's degree, focused on providing students with a firm foundation in all areas of analytic philosophy. The LCM degree is more interdisciplinary in nature and allows for more focus on the interface between philosophy and a target field.

ABOUT THIS DOCUMENT

This document lays out all the requirements for the various degree programs and provides other departmental policies and resources for graduate students. New students should familiarize themselves with the relevant timelines and policies pertaining to their degrees. In addition, students should read relevant university wide policies.

UNIVERSITY POLICIES & EXPECTATIONS

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook the following resources are available to assist you in understanding community expectations:

- The Word/Student Handbook: www.cmu.edu/student-affairs/theword//index.html

- Office of Community Standards and Integrity: www.cmu.edu/academic-integrity

- University Policies Website: www.cmu.edu/policies/

- Graduate Education Website: http://www.cmu.edu/graduate/policies/index.html

STATEMENT OF ASSURANCE

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders. Inquiries concerning the application of and compliance with this statement should be directed to the Office for Institutional Equity and Title IX, Carnegie

Mellon University, 4615 Forbes Ave, Suite 330, Pittsburgh, PA 15213 telephone 412-268-7125. If you wish to report something anonymously, you can use the Ethics Reporting Hotline, 844-587-0793, or visit cmu.ethicspoint.com. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault and fire safety policies, and containing statistics about the number and type of crimes committed on the campus, and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report also is available online at www.cmu.edu/police/annualreports.

Information regarding the application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures and process, including how to file a report or a complaint of sex discrimination, how to file a report of sexual harassment, and how the university responds to such reports is available at www.cmu.edu/title-ix. The Title IX coordinator may be reached at 5000 Forbes Ave., 140 Cyert Hall, Pittsburgh, PA 15213; 412-268-7125; or tix@cmu.edu.

DEPARTMENTAL RESOURCES

Department personnel

During your time in the Philosophy Department at Carnegie Mellon you will interact with a number of faculty and staff. This is a brief list to help you identify relevant people that you may need to contact. If you are not sure where to start please ask the Senior Academic Coordinator (Mary Grace Joseph) and she will help to direct you to the correct person.

On the faculty side, you will most often interact with these people:

- Your adviser – the faculty member who supervises your research including master thesis and PhD dissertation. This person is selected by mutual agreement between the student and adviser. By default, the Director of Graduate Studies is assigned as the adviser for all incoming graduate students unless another adviser arrangement has been made in advance. Students, especially those planning or required to do research and/or write a thesis, should seek out an adviser to work with during their time in the program.

- Your first-year faculty mentor – your first-year faculty mentor is assigned by the department. This person will help you to navigate the personal and bureaucratic difficulties of being a graduate student

- The department head (Peter Spirtes) – this faculty member is in charge of running the department. You may speak with the department head at any time, but most often you will go through one of the other faculty members listed here.

- The director of graduate studies (Adam Bjorndahl) – this faculty member is in charge of the graduate programs and will function as a faculty resource, in addition to the two people mentioned above

- TA/Grader Supervisors (Christina Bjorndahl and Joel Smith) – These members are responsible for training and supervising all graduate students working as teaching assistants (TA) or graders.

On the staff side, you will often interact with:

- The Academic Program Manager (Patrick Doyle) – this staff member is in charge of assigning graduate students working as TAs or graders and updating the Department Graduate Student Handbook

- The Senior Academic Program Coordinator (Mary Grace Joseph) – this staff member can help you with enrollment, grades, and scheduling defenses

- The Assistant Business Manager (Rosemarie Commisso) – this staff member can help with financial questions

- The Business Manager (Jackie Defazio)

Student resources

Every year graduate students elect a graduate student representative to the department. This representative sits in faculty meetings (except those dealing with graduate student and faculty evaluation). They represent the primary conduit for information between the graduate students and faculty. In addition, students should feel free to express concern or ask questions of any faculty member, including – but not limited to – their adviser, their faculty mentor, the director of graduate students, or the department head.

Students will be provided with a shared office space in the department. Allocation of the offices is done by seniority and coordinated by the director of graduate studies and senior academic program coordinator. We encourage our students to spend time in the office in order to develop a strong cohort of graduate students. Students are expected to maintain good working conditions in their offices and common spaces.

The department provides a substantial number of common spaces which graduate students should feel free to use. No common space is reserved for use by faculty or staff. Out of courtesy to everyone in the department, all common areas (i.e., kitchenettes, lounges, and copy room) should be kept in good shape. Dirty dishes and utensils should not be left in the kitchenettes; spills should be cleaned immediately. The refrigerators are for short-term storage only; all items should be removed after a few days, before any spoilage occurs. All items in the copy room should be returned to their proper places immediately after use. The lounges/seminar rooms should be kept in order. Student offices and other spaces with more than one occupant are quasi-public spaces, and the same courtesy considerations should be applied.

Research and travel support

All students are provided with an office budget of $300/year, which can be used for office and research expenses. These funds carry over from year to year. In addition, every student is eligible to be reimbursed up to $1,500/year for approved conference expenses. Typically, to be approved, the student must be presenting their own paper at the conference in question (students in the final years of their PhD may be granted exceptions to attend conferences that are important for networking purposes). The department will only support one student per paper. Students should contact the Director of Graduate Studies as early as possible to determine if the department can provide financial support, and provide the following information:

1. Name and website of the conference

2. Title of the paper

3. An estimate of the costs including hotel, registration, and transportation. Food is not covered.

4. Other sources of funding applied for (at a minimum, this should include funding at the university level https://www.cmu.edu/graduate/professional-development/conference-funding/index.html and from the GSA https://www.cmu.edu/stugov/gsa/Resources-for-Graduate-Students/index.html).

DEGREE ATTAINMENT POLICIES

This section details those departmental policies that apply to all graduate students, regardless of degree program. Specific policies for the PhD and Master's programs are in the sections that follow.

Department Registration Process

Prior to your first semester, the Senior Academic Coordinator may pre-enroll you in several core and/or required courses. This is done to provide you with enrollment options for when you arrive. For example, students are usually pre-enrolled in the Core Seminar. You will revise your selection of Fall term enrollments once you arrive on campus. Students who plan to TA or grade for the department in a given semester must have that semester's schedule planned prior to accepting a TA or grader assignment and may not be eligible to TA or grade if they do not have a planned schedule. Scheduling decisions are made in consultation with the Director of Graduate Studies, who helps you to form both short- and long-term plans for completing your degree requirements. Students can plan their schedules using [Student Information Online (SIO)](). Progress through your degree program can be tracked using the [Stellic Degree Audit Application]() system. Both SIO and Stellic can be accessed using your CMU Andrew ID credentials.

After your first semester, you will enroll in classes on your own. Class choices should be made in consultation with your advisor and/or the Director of Graduate Studies. **It is your responsibility to ensure that you are making satisfactory progress toward your degree.** If you have any concerns about course requirements, see the Director of Graduate Studies as soon as possible.

Orientation for new graduate students

All incoming students are required to attend a departmental graduate student orientation, which is usually held on the Wednesday, Thursday, and Friday before classes begin. This orientation provides information about a number of important features of the department and is also the setting where a number of administrative matters will be sorted out. There is also a university-wide graduate student orientation. The Director of Graduate Studies will contact you in the summer regarding the timing of graduate student orientation. Additionally, all incoming international students are required to attend a

mandatory [International Graduate Student Orientation](#) and Immigration check-in prior to the start of their program start date.

Coursework Policies

Should a student receive a failing grade (a grade of 'R') in any graduate level course, they will be placed in bad standing and prohibited from enrolling in the next semester. Students may petition for special consideration which will be considered by the faculty as a whole.

Individual course requirements may be waived at the discretion of the Director of Graduate studies (DGS) if the student has taken an equivalent graduate-level class at another institution. Students who would like to apply for a waiver should make an appointment to discuss the issue with the DGS as soon as possible. To this appointment, the student should bring a copy of the transcript for the relevant course and a copy of the syllabus for the course. The DGS will likely consult with an instructor of the CMU course or course offered at another institution to determine if the courses are equivalent.

If a course is being used to fulfill a requirement, the student must have received a grade of B or higher. Only graduate level (600 or above) level courses can be used to fulfill course requirements at both the masters and PhD level.

To receive a master's degree a student must have a cumulative QPA of 3.25 or higher at the time the degree is awarded. This applies to students in both the masters and PhD programs who are seeking a master's degree.

Students are encouraged to take courses in other departments at Carnegie Mellon to broaden their training; indeed, the interdisciplinary character of all our programs demands that. Full-time students may also take one course per semester at the University of Pittsburgh without having to pay additional tuition. Students register for courses at other participating Pittsburgh schools through the Pittsburgh Council on Higher Education (PCHE): https://www.cmu.edu/hub/registrar/registration/cross/outgoing.html. Such courses appear on the student's transcripts and count toward requirements (if

appropriate). Students should discuss their plans for taking cross-registration courses with the Director of Graduate Studies and through the receipt of transfer credit from other accredited institutions.

The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through PCHE will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations. (Note: suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.)

Language testing for non-native English speakers

TA English fluency — both graduate and undergraduate — is managed through the International Teaching Assistant testing process administered by CMU's [Student Academic Success Center (SASC)](#).

- o *(Note: CMU policy requires the International Teaching Assistant Test for TAs of both graduate as well as undergraduate classes.)*

Consistent with Pennsylvania law, CMU allows for the following exemptions from certification: 1) visiting faculty, 2) faculty who will teach courses taught predominantly in a foreign language, 3) faculty who do not teach undergraduate students, and 4) faculty who work one-on-one with students.

- o *(Note: CMU requires TAs to take the ITA for any job that requires student interaction.)*

As required by the University and Pennsylvania law, all PhD students who are required to TA or grade and Master's students who wish to serve as TA/graders and are not native English speakers are required to undergo an assessment of their English language skills through a test administered by the University's Student Academic Success Center (SASC). Based on the Center's evaluation, you will be judged eligible for one or another level of grading or TA duties. Also, the Center may require you to attend classes to help you

accelerate attaining fluency in English. Incoming graduate students who are non-native English Speakers are encouraged to take the exam prior to arriving on campus and must receive a score of Restricted II in order to grade and Restricted I to TA. A score of Pass allows graduate students to serve as the sole instructor for a course, and teaching a course is usually required for PhD students who wish to receive summer funding.

The full university policy can be reviewed at: https://www.cmu.edu/student-success/programs/language-support/index.html. SASC should be consulted for this information. In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any non-native speaker of English), the SASC helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the SASC website for additional information: https://www.cmu.edu/student-success/programs/language-support/index.html.

Standing

By default all students are students in "good standing." Students can be placed in "bad standing" by failing to complete their degree requirements in a satisfactory and timely manner as detailed in other sections of this document.

If a student is placed in bad standing, then that student cannot enroll in classes and they will no longer be provided with any financial support. For international students, this will jeopardize their student visa. A student in bad standing must apply to be returned to good standing and allowed to re-enroll. Removing students from bad standing is done at the discretion of the Director of Graduate Studies and the Department Head.

Defenses and Committees

Master's thesis, PhD prospectus, and PhD thesis (dissertation) all must be defended to a committee of faculty. Once the student's adviser has approved a draft of the thesis or prospectus for a defense, the student should contact all committee members to arrange a date and time for the thesis defense. When a time has been arranged, the student should

inform the Senior Academic Coordinator of the time. The student must supply the Senior Academic Coordinator with a copy of the thesis or dissertation no less than one week prior to the defense. This copy will be placed on display in the departmental office.

All defenses are open to the public and may be attended by anyone. They are scheduled to last two hours. It is not unusual for other faculty and students to attend thesis and dissertation defenses. The student is expected to provide a presentation for approximately 40 minutes, after which time the faculty on the committee will ask questions. If time permits, anyone attending the thesis will then be invited to ask questions. The student must complete the [consent to publicly livestream form](#) for any defense that is live-streamed (e.g. via zoom).

After the defense, the faculty will deliberate in order to determine if the student (a) passed outright, (b) passed on condition that some changes are made to the document, or (c) failed the defense. Faculty who are not on the committee may participate in the private deliberation after the defense, but they do not have a formal vote on the outcome.

If a student fails the defense, they must schedule another one. They cannot advance in the program or be awarded the degree until they have passed a defense and made all required changes to the thesis document. Failing a defense does not extend any deadlines for remaining in good standing. Students who have been passed with changes required will not be regarded as having completed that stage of the degree until after the required changes have been turned in and approved by the committee.

By default, any faculty member on the research-, teaching-, or tenure-track whose primary appointment is in the philosophy department may serve a member of the committee. Any member who is not on one of these tracks, or who is not a member of the philosophy department, must be approved by the Director of Graduate Studies who may consult with other members of the faculty.

After a student is certified for a degree (either M.S./M.A. or Ph.D.), it is the responsibility of the student to provide a final copy of the thesis or dissertation to the CMU library. If the student fails to submit a final version within six months, then the department will submit the most recent version provided to the adviser on the student's behalf,

regardless of possible substantive or typographical errors. Students are thus strongly encouraged to ensure that a fully-corrected version is submitted within six months of certification. More information on submitting your thesis or dissertation can be found on [the library's publishing and copyright page](#).

Residency Requirements

All students are expected to be in residence at the Pittsburgh campus. This includes semesters on departmental or outside fellowships. We do not permit distance learning. In special circumstances, students may spend a semester studying at another university. In such a case, the student should have explicit permission from the DGS and the student's adviser. Students on leave are, obviously, not constrained to remain in Pittsburgh.

Academic integrity

Students are expected to adhere to the university's policy on academic integrity found here https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html. Any student found by their instructor or adviser to have violated this policy will be immediately placed in bad standing. Students may petition the department for special consideration by appealing to the DGS. The department as a whole will consider a student's request.

PHD DEGREE ATTAINMENT

The department offers three PhD programs: Philosophy; Logic, Computation, and Methodology (LCM); and Pure and Applied Logic (PAL). Students will be enrolled in one of the programs when they arrive, however students are free to switch from one program to another at any time. For international students, switching degree programs will initiate a new I-20. Therefore, any international student who wishes to change programs should consult with the Office of International Education well in advance. All students *must* decide

which degree they will receive prior to the end of the Fall term of the year they intend to graduate. Students who change their program are responsible for ensuring that all requirements for the program they switch to can be satisfied by the deadlines mandated by the program.

Students will be judged against the degree they are currently pursuing, so students are encouraged to let the DGS know once they have decided to change from one program to another.

Timeline for completion

Coursework requirements can be filled in three-and-a-half years by taking three courses each semester. Coursework must be completed by the end of the fourth year, at the latest. Electives should be chosen in consultation with the Director of Graduate Studies, the Academic Program Manager, and the student's adviser to ensure that the courses chosen will support the student's career goals. In particular, students seeking employment in philosophy need to develop at least one area of competence outside their area of specialization.

All PhD students in the Philosophy and LCM program are required to write and defend a Master's thesis. This is true even if the student has already received a Master's degree elsewhere.

Students in the PAL program are required to complete a course-based masters in mathematics as well as write and defend a "research paper" which functions like a Master's thesis. Occasionally the department will waive the mathematics master's requirement for students who already have an equivalent degree. If a student wishes such a waiver, they must secure it from the DGS in the first year of the program. If a student's master's degree requirement is waived, their funding guarantee from the department will be reduced by one year. The student can retain this year of support if the student opts to pursue a separate master's degree in Logic, Computation, and Methodology. Waiving the master's requirement does **not** waive the research paper requirement.

To remain in good standing Ph.D. students in the LCM and Philosophy tracks must complete the M.S. or M.A. degree by the end of the Spring term (defined as CMU's Commencement) in year 3. Students in the PAL track must complete the Master's degree in mathematics by the end the Spring term in year 4, although they are strongly encouraged to finish it earlier. Students in the PAL track must defend their research paper by the end of the Spring term in year 3. All students must complete and successfully defend a prospectus by the end of Spring term in year 4. In addition, students must be making adequate progress toward completing their degree requirements. Finally, students must be completing their TA, grading, or research assistant duties adequately.

Students who successfully defend their Master's thesis or PAL research paper by the end of Fall Term in year 3 (See Appendix: Graduate Student Timeline) will receive an additional semester release from teaching or grading duties.

Students who successfully defend a prospectus by the end of Fall Term in year 4 (See Appendix: Graduate Student Timeline) will receive one additional summer of unencumbered support.

When the department admits a doctoral student with financial support, it does so with the expectation that full support will be continued through the fifth year of study, provided the student is making satisfactory progress. Students who have defended a prospectus are enrolled with "ABD" (All But Dissertation) status. Each January and June, the Director of Graduate Studies will write a letter to each student outlining academic progress. The Department's commitment of support for the following academic year will be made in the June letter. Support beyond five years will be decided year-to-year based on circumstances and is not guaranteed for any student.

Students are required to complete a minimum of 270 units to graduate.

Course requirements: Philosophy and LCM

The program's flexible requirements provide a broad curricular grounding, steady involvement in research, and the opportunity to practice the craft of teaching in an excellent

undergraduate environment. Students are expected to complete an MS thesis by the middle of their third year, and a PhD thesis by the end of their fifth year. The following curriculum outlines all course requirements for the master's degree and the remaining PhD requirements. The master's requirements should be prioritized and completed first. Please refer to the master's degree attainment section on page 30 of the handbook for the MS and MA coursework.

Core requirements (10 courses)

- **80-600 Philosophy Core Seminar**: Survey of crucial research in philosophy, logic, and related areas (12 units)

- **80-602 Philosophy Core Seminar II**: Continued survey of crucial research in philosophy, logic, and related areas (12 units)

- **80-610 Formal Logic**: The syntax and semantics of first-order logic, and related topics (12 units)

- **Formal Methods**: Students should choose three different "mini" (i.e., half-semester) courses from among the available options. These courses cover a range of formal frameworks including Computability Theory, Algorithmic Complexity, Topology in Set Theory, Bayes Nets, Decisions and Games, Causation, Epistemic Logic and Topology, Evolutionary Game Theory, Formal Learning Theory, and more (6 units each x 3 courses)

- **80-611: Undecidability and Incompleteness or Topics in Logic minis** (half semester): The theory of computability or Gödel's incompleteness theorems (6 or 12 units)

- **80-811: Professional development seminar:** This class is for professional development of masters and PhD students in the philosophy department. All students who are in their first three years of graduate programs should enroll in this course. (6 units x 3)

Breadth requirements (5 courses)

- Three courses in the analytic tradition, one course in history of philosophy, and one course from either category (analytic or history)

  ◦ Analytic Tradition such as:

    ▪ 80-605 Game Theory (12 units)

    ▪ 80-612 Seminar on Philosophy of Mathematics (12 units)

    ▪ 80-680 Philosophy of Language (12 units)

    ▪ 80-813 Seminar on the Philosophy of Mathematics (12 units)

    ▪ 80-814 Categorical Logic (12 units)

    ▪ 80-815 Seminar on the Foundations of Statistics (12 units)

    ▪ 80-816 Causality and Machine Learning (12 units)

    ▪ 80-818 Seminar on Topics in Logic (12 units)

    ▪ 80-821 Seminar on Formal Epistemology (12 units)

    ▪ 80-830 Seminar on Ethical Theory (12 units)

    ▪ 80-835 Seminar on Social and Political Philosophy (12 units)

    ▪ Other suitable courses and seminars at Carnegie Mellon and the University of Pittsburgh

  ◦ History of Philosophy such as:

    ▪ 80-655 Pragmatism (12 units)

    ▪ 80-612 Seminar on Philosophy of Mathematics (12 units)

    ▪ 80-851 Seminar on History of Philosophy (12 units)

  ◦ An additional course from either analytic or history (12 units)

Interdisciplinary requirements (2 courses)

Two interdisciplinary electives, e.g. in logic, computer science, statistics, game theory, linguistics, economics, or psychology, to develop formal skills that will support thesis research. These courses need to be approved by the Director of Graduate Studies. Suitable courses include but are not limited to:

- 10-701 Machine Learning (12 units)

- 15-210 Parallel and Sequential Data Structures and Algorithms (12 units)

- 21-603 Model Theory I (12 units)

- 85-719 Introduction to Parallel Distributed Processing (12 units)

- 85-765 Cognitive Neuroscience (12 units)

- 80-900: Graduate Student Internship (var. 12-36 units)

  ◦ Up to one interdisciplinary requirement may be fulfilled through a relevant internship, which must be approved by the advisor and the Director of Graduate Studies. International students should coordinate with

Unconstrained Electives (5 courses) Five unconstrained electives (including directed reading and dissertation research) (12 units each)

NOTE: Undergraduate courses, those numbered XX-100 - 599, may be used to fulfill a requirement only with special permission. Students interested in using an undergraduate course as part of their plan of study should contact the Director of Graduate Studies to discuss whether it can be used for a requirement.

Course requirements: PAL

The program's course requirements are designed to provide students with a shared introduction to basic tools of philosophical analysis, a shared background of philosophical issues, significant interdisciplinary competence and an introduction to research topics in the department.

Core Philosophy requirements (9 courses)

80-600 Philosophy Core Seminar I: Survey of crucial research in philosophy, logic, and related areas (12 units)

- **80-602 Philosophy Core Seminar II**: Continued survey of crucial research in philosophy, logic, and related areas (12 units)

- **Formal Methods**: Students should choose three different "mini" (i.e., half-semester) courses from among the available options. These courses cover a range of formal frameworks including Computability Theory, Algorithmic Complexity, Topology in Set Theory, Bayes Nets, Decisions and Games, Causation, Epistemic Logic and Topology, Evolutionary Game Theory, Formal Learning Theory, and more (6 units each x 3 courses)

- **80-611 Undecidability and Incompleteness** (half semester): The theory of computability, and Gödel's incompleteness theorems (6 or 12 units)

- **80-811 Professional development seminar**: This class is for professional development of masters and PhD students in the philosophy department. All students who are in their first three years of graduate programs should enroll in this course. (18 units total)

Mathematics requirements (8 courses, sufficient to earn an MS in Mathematical Sciences)

- One course in algebra (such as 21-610 Algebra I, 21-611 Topics in Algebra, or 80-713 Category Theory) (12 units)

- One course in topology (such as 21-651 General Topology) (12 units)

- One course in analysis (such as 21-720 Measure and Integration or 21-721 Probability) (12 units)

- Three courses in logic (such as 21-602 Set Theory, 21-603 Model Theory, 21-604 Recursion Theory, or 80-711 Proof Theory) (12 units)

- Two electives in mathematics or computer science (12 units each)

At most two of the eight courses can be taken outside of Mathematics. Students should contact the Director of Graduate Studies of the Mathematics Department to determine if courses taught outside of Mathematics will satisfy this requirement.

Breadth (2 courses)

- One course in the analytic tradition (such as 80-605 Decision Theory, 80-612 Seminar in Philosophy of Mathematics, or 80-680 Philosophy of Language) (12 units)

- One course in the history of philosophy (such as 80-655 Pragmatism or 80-612 Mathematical Revolutions) (12 units)

Electives (4 courses) Four unconstrained electives (including directed reading and dissertation research)

Teaching requirement

During their first semester at Carnegie Mellon, doctoral students typically do not serve as teaching assistants because they are expected to begin focusing on areas of interest with department faculty. This initial research ideally lays the groundwork for the students' future thesis work, including learning the state-of-the-art in a particular research area or studying a technical or formal framework. Students are strongly advised to start identifying a research area early on, as this is necessary for timely completion of the master's thesis.

Beginning in the second semester, doctoral students are expected to serve as teaching assistants. This may be done in a variety of ways, e.g., as a grader or as a Teaching Assistant (TA), who conducts office hours and leads discussion and review sections. While the department recognizes that not all doctoral students desire academic employment upon completion of the degree, it is committed to preparing all students to ably pursue this option. To this end, doctoral students are required to serve as TAs or graders for at least two semesters, and are strongly encouraged to gain the experience necessary to be allowed full responsibility for one or more courses. Detailed information on being a TA can be found in the [Philosophy Department Teaching Assistant Handbook](#). In addition, the Eberly Center

for Teaching Excellence offers regular seminars to help students refine their teaching methods and also make use of appropriate technology. All first-semester graduate students are required to attend the Eberly Center's Graduate and Undergraduate Student Instructor Orientation (GUSIO), which is offered the week prior to the start of Fall semester classes.

Students working with individuals under the age of 18 will be required to obtain clearances under the Pennsylvania Child Protective Services Law, known as "Act 153", including the following clearances: (1) a Pennsylvania Child Abuse History Clearance; (2) a Pennsylvania State Police Criminal Record Check; and (3) a Federal Bureau of Investigation Criminal Background Check (collectively, the "Clearances"). The FBI Criminal Background Check requires you to submit your fingerprints at an authorized fingerprint site. If the University determines that you are covered by Act 153, we will notify you and assist you in obtaining the clearances. Failure to obtain any required clearances may impact your ability to serve as a teaching or research assistant.

Graduate students may also have the opportunity to work as Research Assistants (RA) during a semester, instead of as a teaching assistant or grader. Students working as RAs are expected to work 15 hours per week.

Students are expected to perform their grading, teaching assistant, or research assistant duties to the satisfaction of the faculty member supervising that work. Should a student demonstrate an unwillingness to perform the required duties in a satisfactory way, this may jeopardize their funding or result in them being placed in "bad standing."

Advising

All students are expected to meet with their adviser (or DGS if no adviser has been chosen) at least once a semester to discuss coursework and to have their course schedule for the next semester approved. Students should also meet with the Academic Program Manager to ensure that degree requirements are being satisfied.

Graduate students are encouraged to talk to many different faculty about advising opportunities during their first year. Ph.D. students must have chosen a faculty supervisor

for the master's thesis before the beginning of their second year. Students should approach potential advisers and request that the faculty member advise them. Whether or not a faculty member serves as an adviser is at the faculty member's discretion – the faculty member can say no. Some students have opted to have more than one co-adviser. This is acceptable so long as all parties agree to the arrangement.

After the master's degree is completed, PhD students must again select an adviser for the Ph.D. While many students remain with the same adviser, there is no obligation on the part of the student or faculty member to remain with each other. Students are encouraged to explore other options, and may select a different adviser if they so choose. Faculty who have supervised a student's Master's thesis may decline to supervise that student's Ph.D.

By default, any faculty member on the research-, teaching-, or tenure-track whose primary appointment is in the philosophy department may serve as an adviser. If the student would like to be supervised by a faculty member who is not in these tracks, or a faculty member from another department, they must secure permission from the Director of Graduate Studies who may consult with other members of the faculty.

Requirements for Master's degree (PhD students)

All students in the LCM and Philosophy PhD programs are required to complete a Master's degree as part of their regular degree process. Please see the section on the Master's thesis for a detailed discussion of this process. Students in the PAL track are required to complete a Master's degree in mathematics and, in addition, to complete a research paper that is defended according to the same regulations as the Master's thesis.

PhD committees

It is the responsibility of the student to arrange for a PhD proposal and thesis committee. Choosing faculty for the committee should be done in consultation with the student's adviser. Both Ph.D. and prospectus committees must include two members from

within the department and one member from outside the department. The outside member may be from other departments at Carnegie Mellon or from another institution. The outside member must be approved by the Director of Graduate Studies prior to the defense. All committees may include more members if this is desired.

Stipend

All information about a student's financial package are included in their initial offer letter. All Ph.D. students in good standing are provided with a stipend. To receive this stipend, the student must serve as a grader, teaching assistant, or research assistant. Doctoral students may receive financial support through outside fellowships awarded, for example, by the National Science Foundation. These external awards typically provide partial tuition support and a stipend. The department often supplements partial tuition awards to provide full tuition support for doctoral students. [The Fellowships and Scholarships Office](#) provides useful information on external fellowships. Any concerns about a student's financial offer should be discussed with the DGS.

Full-time/Part-time Status Requirements

Full-time enrollment requires a minimum of 36 units/term. Our graduate programs are designed so that they may be completed on time by enrolling in 36 units/term. Typically, graduate courses count 12 units each, and undergraduate courses count 9 units each. Unless specific arrangements have been made, all PhD students are expected to enroll in full-time.

By CMU policy, all students must be registered students (minimum of five units) whenever they complete requirements, including defending and submitting a master's thesis. This will require paying tuition for those units. The registration requirement is waived during the summer if the student was enrolled full-time during the previous spring semester. The department cannot waive this requirement.

All Carnegie Mellon students who enroll for 19 or more units in a semester must pay the Student Activities Fee at the Cashier's Office. The monies generated by this fee are administered by the Student Government organization to support various campus activities. The Graduate Student Assembly (GSA) receives some of this money, and it in turn divides some of its allocation among graduate student departments.

In addition, students are expected to devote all of their time to their program requirements. This is true for students on departmental fellowships as well as students who are serving as a TA or grader. Coursework and research assignments are planned to completely occupy full-time students, which ordinarily precludes outside employment and consulting. Doctoral students are asked to decline such work and concentrate on their graduate studies, with their stipends serving as financial compensation.

Only in exceptional cases, which would provide helpful experience in addition to remuneration, may doctoral students pursue opportunities for outside consulting or employment. Regardless, coursework, research, and teaching assignments must take precedence over outside work. Before assuming outside commitments all full-time graduate students must consult the Director of Graduate Studies, their academic advisor, or the Department Head. Also, students should be careful about consulting where conflict-of-interest and intellectual property issues may arise.

Statute of Limitations

Students will complete all requirements for the Ph.D. degree within a maximum of ten years from original matriculation as a doctoral student. Once this time-to-degree limit has lapsed, the person may resume work towards a doctoral degree only if newly admitted to a currently offered doctoral degree program under criteria determined by that program.

Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean, defer the lapse of All But Dissertation status for a period commensurate with the duration of that interruption. Students, who are pursuing the Ph.D. degree as part-time students for all

semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit.

MASTER'S DEGREE ATTAINMENT

The department offers two Master's degrees: Philosophy and Logic, Computation and Methodology. Both degree programs have a "course-based" and "thesis" track. Students will be enrolled in one of the programs when they arrive, however students are free to switch from one program to another at any time during the first year. Students *must* decide which degree and which track they wish to pursue prior to the end of the Spring term of their first year in the program. By default, all students are enrolled in the "course-based" track and must petition to enter the "thesis-track" as described here. Students should contact the Academic Program Manager for information about how to petition for the thesis-track.

Students will be judged against the degree they are currently pursuing, so students are encouraged to let the DGS know once they have decided to change from one program to another.

Timeline for completion

Both Master's degrees are designed to be completed in two years of study. Students on the thesis track often take into the summer after their second year to finish their thesis. In some circumstances, students will take an extra semester to finish their thesis. While discouraged, this is allowed. Students must complete their coursework within two years unless they receive permission from the department. International students who need to extend beyond two years to complete the master's degree and have been granted permission by the DGS must contact the Office of International Education to discuss Visa impacts.

Students are required to complete a minimum of 144 units to graduate.

Philosophical Areas

In the course requirements we refer to "philosophical areas." For the purpose of this document the five philosophical areas are:

- **Area 1**: Philosophy of Science, Methodology, and Epistemology

- **Area 2**: Value Theory

- **Area 3**: History of Philosophy

- **Area 4**: Philosophy of Mind, Philosophy of Language, Linguistics, and Metaphysics

- **Area 5**: Philosophy of Mathematics and Logic

Course requirements: Philosophy

The program's course requirements are designed to provide students with a shared introduction to basic tools of philosophical analysis, a shared background of philosophical issues, significant interdisciplinary competence, and an introduction to research topics in the department.

Core requirements

- **80-600 Philosophy Core Seminar**: Survey of crucial research in philosophy, logic, and related areas (12 units)

- **80-602 Philosophy Core Seminar II**: Continued survey of crucial research in philosophy, logic, and related areas (12 units)

- **80-811 Professional development seminar**: This class is for professional development of masters and PhD students in the philosophy department. All students who are in their first three years of graduate programs should enroll in this course. (6 units x 2)

- One course from each of the five philosophical areas (12 units x 5)

Philosophy electives

- Course-based option: Two graduate level courses in philosophy (12 units x 2)

- Thesis option: Two courses of thesis research (Var. units x 2)

Interdisciplinary elective

An interdisciplinary elective, e.g. in logic, computer science, statistics, game theory, linguistics, economics, or psychology, to develop formal skills that will support thesis research. These courses need to be approved by the Director of Graduate Studies. Suitable courses include but are not limited to:

- 10-701 Machine Learning (12 units)

- 15-210 Parallel and Sequential Data Structures and Algorithms (12 units)

- 21-603 Model Theory I (12 units)

- 85-719 Introduction to Parallel Distributed Processing (12 units)

- 85-765 Cognitive Neuroscience (12 units)

Additional courses

Two additional graduate level courses (12 units x 2)

Course requirements: Logic, Computation, and Methodology

The program's course requirements are designed to provide students with a shared introduction to basic tools of philosophical analysis, a shared background of philosophical issues, significant interdisciplinary competence, and an introduction to research topics in the department.

NOTE: A maximum of two directed readings may be used to fulfill the requirements for the course-based master's degree without special permission from the Director of Graduate Studies. Students in the course-based option are encouraged, however, to

consider taking at least one directed reading to further delve into an area of a previous course.

Core requirements

- **80-600 Philosophy Core Seminar**: Survey of crucial research in philosophy, logic, and related areas (12 units)

- **80-602 Philosophy Core Seminar II**: Continued survey of crucial research in philosophy, logic, and related areas (12 units)

- **80-610 Formal Logic**: The syntax and semantics of first-order logic, and related topics (12 units)

- **80-611: Undecidability and Incompleteness** (half semester): The theory of computability or Gödel's incompleteness theorems (6 or 12 units)

- **Formal Methods**: Students should choose three different "mini" (i.e., half-semester) courses from among the available options. These courses cover a range of formal frameworks including Computability Theory, Algorithmic Complexity, Topology in Set Theory, Bayes Nets, Decisions and Games, Causation, Epistemic Logic and Topology, Evolutionary Game Theory, Formal Learning Theory, and more (6 units each x 3 courses)

- **80-811 Professional development seminar**: This class is for professional development of masters and PhD students in the philosophy department. All students who are in their first three years of graduate programs should enroll in this course. (6 units x 2)

- Two courses from two different philosophical areas (12 units x 2)

With approval of the Director of Graduate Studies, other courses in logic may be substituted for 80-610.

Philosophy electives

- Course-based option: Two graduate level courses from any of the five philosophical areas (12 units x 2)

- Thesis option: Two course of independent thesis research (Var. units x 2)

Interdisciplinary requirement

An interdisciplinary elective, e.g. in logic, computer science, statistics, game theory, linguistics, economics, or psychology, to develop formal skills that will support thesis research. These courses need to be approved by the Director of Graduate Studies. Suitable courses include but are not limited to:

- 10-701 Machine Learning (12 units)

- 15-210 Parallel and Sequential Data Structures and Algorithms (12 units)

- 21-603 Model Theory I (12 units)

- 85-719 Introduction to Parallel Distributed Processing (12 units)

- 85-765 Cognitive Neuroscience (12 units)

Additional courses

Two additional graduate level courses (12 units x 2)

Thesis option

By default, students are presumed to be in the course-based degree option (they will not write a thesis). If a student would like to write a thesis, they must seek approval from one member of the department (the adviser) and one additional faculty member (the second reader). Once a student secures permission, they must petition to write a thesis. For information about the petition process, please contact the Academic Program Manager. Students wishing to write a thesis should also contact the DGS to let them know that permission has been secured, and identify the adviser and second reader. The petition process must be initiated prior to the end of the Spring semester (defined as the last day of finals week) of the first year in the master's program.

Graduate students are encouraged to talk to many different faculty about advising opportunities during their first year. Students interested in writing a thesis should approach potential advisers and request that the faculty member advise them. Whether or not a faculty member serves as an adviser is at the faculty member's discretion – the faculty member can say no. Some students have opted to have more than one co-adviser. This is acceptable so long as all parties agree to the arrangement.

By default, any faculty member on the research-, teaching-, or tenure-track whose primary appointment is in the philosophy department may serve as a thesis adviser. If the student would like to be supervised by a faculty member who is not in these tracks, or a faculty member from another department, they must secure permission from the Director of Graduate Studies who may consult with other members of the faculty.

If a student is writing a thesis, it is the responsibility of the student to arrange for a thesis committee. Choosing faculty for the committee should be done in consultation with the student's adviser. Master's committees and both Ph.D. and prospectus committees (for students in the PhD program) must include two members (an adviser and a "second reader"). The second reader can be from within the department or from another department (or institution). Any member whose affiliation is outside of Carnegie Mellon University must be approved by the DGS. All committees may include more members if this is desired.

Financial support

Financial support awards are made in the initial offer letters admitting students to the graduate program. Please see the graduate student FAQ for information about the regular financial packages offered to students. Many Master's students serve as TA or graders, but this not guaranteed (unless the offer letter indicates otherwise).

This may be done in a variety of ways, e.g., as a grader, or as a course assistant who conducts office hours and/or leads discussion and review sections. The department does not guarantee employment as a TA or grader for master's students. While the department recognizes that not all master's students desire further academic study upon completion of

the degree, it is committed to preparing all students to ably pursue this option because demonstrated teaching ability is an asset for most Ph.D. and other advanced degree programs.

By default students are allowed only one position as a TA/grader in the department. We will not permit students to serve as a TA/grader in our department while also serving in a similar capacity in another department. In exceptional circumstances, a waiver might be granted on a semester-by-semester basis. Any student interested in such a waiver must speak with the DGS and Academic Program Manager about the possibility.

Detailed information on being a teaching assistant can be found in the [Philosophy Department Teaching Assistant Handbook](). In addition, [the Eberly Center for Teaching Excellence]() offers regular seminars to help students refine their teaching methods and also make use of appropriate technology.

Students working with individuals under the age of 18 may be required to obtain clearances under the Pennsylvania Child Protective Services Law, known as "Act 153", including the following clearances: (1) a Pennsylvania Child Abuse History Clearance; (2) a Pennsylvania State Police Criminal Record Check; and (3) a Federal Bureau of Investigation Criminal Background Check (collectively, the "Clearances"). The FBI Criminal Background Check requires you to submit your fingerprints at an authorized fingerprint site. If the University determines that you are covered by Act 153, we will notify you and assist you in obtaining the clearances. Failure to obtain any required clearances may impact your ability to serve as a teaching or research assistant.

Graduate students may also have the opportunity to work as a research assistant (RA) during a semester, instead of as a teaching assistant or grader. Students working as RAs are expected to work 15 hours per week.

Entry into PhD program

Master's students who wish to enter the PhD program must apply during the normal application period. Their applications will be considered along with all other applications

for the PhD program. There is no guarantee of admission to the PhD program, regardless of performance in the master's program. If admitted to the PhD program, all coursework will count toward the PhD degree. Students are usually admitted as third year PhD students. Specifics will be detailed in the admission letter.

Full-time/Part-time Status Requirements

Full-time enrollment requires a minimum of 36 units/term. Our graduate programs are designed so that they may be completed on time by enrolling in 36 units/term. Typically, graduate courses count 12 units each, and undergraduate courses count 9 units each. Students in the Master's program are by default expected to be full-time students. If a student would like to pursue the degree part-time, they should speak to the DGS and make specific arrangements.

By CMU policy, all students must be registered students (minimum of five units) whenever they complete requirements, including defending and submitting a master's thesis. This will require paying tuition for those units. The registration requirement is waived during the summer if the student was enrolled full-time during the previous spring semester. The department cannot waive this requirement.

All Carnegie Mellon students who enroll for 19 or more units in a semester must pay the Student Activities Fee at the Cashier's Office. The monies generated by this fee are administered by the Student Government organization to support various campus activities. The Graduate Student Assembly (GSA) receives some of this money, and it in turn divides some of its allocation among graduate student departments.

When employed by the department as a TA or grader, full time master's students are expected to devote all their time to their studies and employment at CMU. Coursework and research assignments are planned to completely occupy full-time students, which ordinarily precludes outside employment and consulting. Master's students are asked to decline such work and concentrate on their graduate studies, with their stipends serving as financial compensation.

Only in exceptional cases, which would provide helpful experience in addition to remuneration, may masters students pursue opportunities for outside consulting or employment. Regardless, coursework, research, and teaching assignments must take precedence over outside work. Before assuming outside commitments all full-time graduate students must consult the Director of Graduate Studies, their academic adviser, or the Department Head. Also, students should be careful about consulting where conflict-of-interest and intellectual property issues may arise.

Statute of Limitations

Students should complete all requirements for the master's degree within a maximum of seven years from original matriculation as a master's student. Once this time-to-degree limit has lapsed, the student may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program.

Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean (or designate), defer the lapse for a period commensurate with the duration of that interruption. Students who are pursuing a master's degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit.

GRADUATE STUDENT REVIEWS

Every semester the department conducts a regular review of the graduate students in all degree programs. Prior to the end of each semester, students are requested to fill out a form detailing their progress in the program. The form is required, and failure to fill it out in a timely manner is grounds for being placed in bad standing. Missing a specified

milestone for completion of coursework, master thesis, prospectus, or dissertation defenses constitutes grounds for being placed in bad standing.

The review is conducted by the entire faculty and all decisions represent decisions of the department as whole. The faculty determine whether the student is making satisfactory progress toward the degree and whether they are conducting their TA and grading duties adequately. If a student is found to be making insufficient progress, the faculty will decide whether to put the student in bad standing or to impose requirements to remain in good standing. In addition, the review provides an opportunity for the faculty to provide feedback about a student's career trajectory and suggest areas for improvement.

The results of the evaluation will be communicated to the student by the DGS in a paper copy letter delivered to the student's mailbox or by email to the student's university email address. Students are expected to regularly check their mailbox and read the letter promptly.

Students who feel as though they have been inappropriately placed in bad standing or are unhappy with the requirements imposed are encouraged to first speak with the director of graduate studies. If they remain unhappy, they are free to follow the departmental grievance procedure.

OTHER DEPARTMENTAL POLICIES

Colloquia attendance

The department sponsors seminars and colloquia by researchers from within and outside Carnegie Mellon, which are attended by faculty, graduate students, and staff. Students are encouraged to meet and interact with these visiting scholars. This is extremely important, both to get a sense of the academic projects that are pursued outside Carnegie Mellon and to get to know the leaders of such projects. This applies not only to seminars directly relevant to a student's research interests; the seminars provide an opportunity to widen one's perspective on the field.

Leaves of absence

Students must apply in writing for leaves of absence. Students are only permitted four consecutive semesters on leave of absence before being withdrawn from the graduate program, unless explicit permission is provided by the Director of Graduate Studies. Students who have been withdrawn must apply for readmission to the graduate program.

In general, two kinds of leaves are recognized: professional and personal. Professional leaves include periods away from a program when working as an intern or trainee on a job or when participating in extended research or educational activities at other institutions. No support is available for professional leaves. Personal leaves include limited periods away from a program for personal reasons, e.g., maternity leaves or illness. Personal leaves need not result in full- time absences. In cases where a student on support wishes to maintain part-time registration in a program, e.g., to take a reduced load of classes during a period of partial personal leave, pro-rata support may be requested. Long-term personal leaves are discouraged.

The university has adopted a maternity leave protocol for graduate students (see section on Parental and Maternity Accommodation Protocol). The department is supportive of graduate students who choose to have families, and we will work to craft the program to fit graduate students who are pregnant or have children.

Because of legal circumstances outside the control of the department, leaves are complicated for foreign students who are on student visas. The department will do what it can to support both professional and personal leaves for these students, but such students should be aware of the constraints imposed by United States immigration law. Any concerns should be discussed with the Director of Graduate Studies. For more information about deferrals or leaves of absence, please visit: https://www.cmu.edu/es/deferrals-and-leaves/index.html

Internships

Students may have opportunities to pursue summer internships in order to earn money during their course of study. With respect to PhD students, they would opt out of departmental summer funding to work and earn money at a job site. Students who are currently in F-1 student status will need to apply for either Optional Practical Training (OPT) or Curricular Practical Training (CPT) through the Office of International Education (OIE). It is best to discuss which option makes the most sense with an OIE representative.

Under CPT, the work performed on the job must be directly related to the student's major area of study. Students may apply for CPT for a summer internship when summer course registration opens. F-1 students will receive a new CPT I-20, which serves as work authorization for your employer. They will need to complete a [mandatory canvas course](#) and prepare a [CPT Academic Advisor Recommendation form](#), which they will submit through the [MyOIE portal](#). To assist the employer, it is recommended that students share with them [OIE's Employer Template Letter](#). Full instructions for CPT can be found [on the CPT handout](#).

Optional Practical Training (OPT) is a work authorization for F-1 students allowing them the opportunity to apply knowledge gained in a their degree program to off-campus work. The work must be directly related to the student's level and major field of study. OPT is recommended by OIE and authorized by the U.S. Citizenship and Immigration Services (USCIS). This authorization can take 3 to 5 months to obtain. The maximum amount of time granted to work on F-1 OPT status is 12 months per advanced degree level. Students do not need a job offer to apply for OPT.

Please refer to the following resources for more information on OPT and CPT

- [Employment Opportunities for F-1 Students](#)

- [OIE resource on Job Applications and Work Authorization](#)

Parental and Maternity Accommodation Protocol

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. Students who have children while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in coursework should consider either working with their course instructor to receive incomplete grades, or elect to drop to part-time status or to take a semester leave of absence. Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away.   Students must contact the Office of the Dean of Student Affairs to register for Parental and Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) (advisor, associate dean, etc.) will be reviewed during this meeting. Please refer to the University Student Parental Accommodation Protocols for more information.

Enrollment verification

Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript and enrollment verification. Enrollment verification can be requested online through The HUB at: https://www.cmu.edu/hub/registrar/student-records/verifications/.

Assistance for Individuals with Disabilities

http://www.cmu.edu/disability-resources/

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with

disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through [Disability Resources' secure online portal](#) or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu, or call (412) 268-6121.

Student-Professor Relationship

Students regularly engage in collaborative research with faculty members. This may occur with an adviser or with other members of the faculty. Students are not required to conduct collaborative research, and are free to decline opportunities offered to them by faculty. However, students are encouraged to seek out relevant faculty members to discuss their research interests. Students should not expect faculty to seek them out.

Students are expected to schedule regular meetings with their adviser to update them on the student's progress through the program. Faculty are not expected to seek out students to inquire about progress on the degree.

Students are invited to raise academic or personal issues with any faculty member. Nevertheless, there may be situations where direct interaction with a particular faculty member is difficult for a student. In such a situation, all graduate students should be aware that addressing such issues is a major part of the duties of both the Department Head and Director of Graduate Studies. All such complaints or concerns will be handled in complete confidence.

A second vehicle for communication is the department's graduate student representative, elected by the students. The representative serves as a formal link between

graduate students and faculty. The student representative participates in all the general meetings of the department and, in particular, assists in discussions of proposed curricular changes and provides student input concerning faculty who are candidates for promotion or tenure.

Departmental appeal process

Graduate students are encouraged to discuss concerns with any faculty member, especially their advisers, the Director of Graduate Studies, or the Department Head. The department tries to solve problems informally; it is rare that a problem cannot be resolved through informal procedures. In the event that a problem cannot be resolved through informal channels, however, there is a formal grievance procedure.

An investigative process commences when a student files a formal grievance in writing with the Department Head. The grievance is heard by a three-person board including the Department Head, a member of the Student Advisory Committee and a department faculty member or suitable substitutes, as determined by the Department Head. The board renders a written recommendation, with copies sent to the student, the Dean's office, and those against whom the grievance was brought (if specific individuals are involved). No person against whom the grievance is brought has a role in investigating it.

If the Department Head is among those against whom the grievance is brought, then the Dean is asked to designate another senior faculty member from the department to substitute for the Department Head on the three-person board. University policies and agreements governing student, staff, and faculty rights supersede this departmental procedure. If a satisfactory settlement is not reached through the activity of the three-person board described above, the student may bring the grievance to the Dean and, subsequently, to the Provost. In this case the departmental board's written recommendation is made a part of the preliminary background information reviewed by the Dean or Provost or other university official before any action is taken.

Note: This grievance procedure is not intended for the resolution of any issue that pertains to discrimination on the basis of any protected category in Title IX (e.g. racial

discrimination or discrimination on the basis of sex including sexual harassment). Any student that wishes to file a formal complaint of this sort should contact the Office of Institutional Equity and Title IX:

- Phone: 412-268-7125

- E-mail: institutionalequity@cmu.edu

- Address: 4615 Forbes Ave, Suite 330

Dietrich college appeals process

Graduate students are encouraged to discuss their concerns with members of their academic department. If they wish, the Associate Dean for Academic Affairs and the Dean are also available at any stage of the process. All discussions will be considered confidential.

Any graduate student who has exhausted normal grievance procedures within the department may present a grievance to the office of the Dean of the college. The Dean may request statements or testimony from other parties involved, and will consider the grievance in an ad hoc committee composed of the Dean, a faculty member from a department not involved in the grievance and a graduate student from a second uninvolved department. The committee will present its decision in writing to all parties involved.

University wide appeals process

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage. This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined here.   These appeal and grievance procedures shall apply to students in all graduate programs of the University.

Students should refer to the department specific information in this handbook for department and college information about the administration and academic policies of the program. Additionally, students may confer with the graduate student ombudsman on issues of process or other concerns as they navigate conflicts.

Withdrawal from program

Students who wish to withdraw from the program should notify the director of graduate studies of their decision. Should a student who has withdrawn from the program wish to re-enter, they must petition the department for readmission. In some circumstances, the department may require the student to reapply through the regular admission process.

Policy Against Sexual Harassment and Sexual Assault

Sexual harassment and sexual assault are prohibited by CMU, as is retaliation for having brought forward a concern or allegation in good faith. The policy can be viewed in its entirety at: http://www.cmu.edu/policies/documents/SA_SH.htm. If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to make contact with any of the following resources:

- Office of Institutional Equity and Title IX, http://www.cmu.edu/title-ix/, 412-268-7125

- Sexual Harassment Advisors, found in appendix A of the Policy Against Sexual Harassment and Sexual Assault;

- Survivor Support Network, found in appendix B of the Policy Against Sexual Harassment and Sexual Assault;

- Sexual Harassment Process and Title IX Coordinators, found in section II of the Policy Against Sexual Harassment and Sexual Assault;

- University Police, 412-268-2323

- University Health Services, 412-268-2157

- Counseling & Psychological Services, 412-268-2922

New Policies

When policies are changed, it is because the department believes the new rules offer an improvement; any such changes will be discussed at a meeting with the graduate students. However, students currently enrolled whose degree program is affected by a change in policy may choose to be governed by the older policy that was in place at the time of their matriculation. In case degree requirements are changed and certain courses are no longer offered, the department will try to find some compromise that allows those students to satisfy the original requirements.

Summer research

Students are expected to spend the summers during their degree program conducting research. While no graduate level courses are offered over the summer, students will not be able to complete the required work without spending a substantial amount of the summer periods conducting research.

As PhD stipends cover a period of 12 months, PhD students may opt in for their stipend during the summer months by teaching, TA-ing, or grading for a summer undergraduate course or performing other departmental service (if available) to be determined and agreed upon by the student, the DGS, and the Academic Program Manager. PhD students may also redeem bonuses from schedule incentives—e.g. defending a master's thesis or prospectus early—and will not need to be employed by the department to earn their summer stipend. They may also have a fellowship or other means of being supported through the summer as well. PhD students may also wish to opt out of summer funding. In this case, the student will not receive a stipend during the three summer months. Nor will the student be required to perform summer departmental service. Students who opt out of summer funding are not required to remain in Pittsburgh over the

summer. But they are expected to maintain regular contact with their advisers and plan their summer research in coordination with faculty.

Commencement

There are two commencement ceremonies: one run by the department and one run by the university. Students who wish to participate in the university wide ceremonies should inquire about policies regarding participation in those ceremonies.

Students who wish to participate in the departmental May commencement ceremony may do so as long as they have (a) completed all requirements for their degree prior to the commencement or (b) the Director of Graduate Studies provides certification, in writing, that the student will complete his or her degree prior to August of that calendar year. Students who are expected to complete their degree requirements later than the August deadline are allowed to participate in the ceremony the following year. In all cases, only students who have fulfilled their graduation requirements by the May deadline receive their actual diplomas or doctoral hoods during the May commencement ceremony.

As soon as the student has decided to participate in the ceremony, they should inform their adviser and the Director of Graduate Studies so that a suitable representative from the department can attend the ceremony to award the degree.

UNIVERSITY RESOURCES

Key Offices for Graduate Student Support

Office of Graduate and Postdoctoral Affairs
www.cmu.edu/graduate; grad-ed@cmu.edu

The Office of Graduate and Postdoctoral Affairs (OGPA) provides central support for graduate students in a number of roles. These include being an ombudsperson and resource person for graduate students as an informal advisor; resolving formal and informal graduate student appeals; informing and assisting in forming policy and

procedures relevant to graduate students; and working with departments on issues related to graduate students and implementation of programs in support of graduate student development.

The OGPA often collaborates with the Division of Student Affairs to assist graduate students with their Carnegie Mellon experience. Senior members of the student affairs staff are assigned to each college (college liaisons) and are often consulted by the OGPA and departments on an individual basis to respond to graduate student needs.

The OGPA offers a robust schedule of professional development opportunities. Some are geared towards a specific population (master's students, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy). A full schedule of programs is at http://www.cmu.edu/graduate/.

The OGPA also coordinates several funding programs, and academically focused seminars and workshops that advise, empower and help retain all graduate students. The fundamental goals of our programs have been constant: first, to support, advise and guide individual graduate students as they work to complete their degrees; second, to contribute to the greatest degree possible to the diversification of the academy.   Visit the Graduate Education website for information about:

- Conference Funding Grants

- Graduate Small Project Help (GuSH) Research Funding

- Graduate Student Professional Development: seminars, workshops and resources

Office of the Dean of Student Affairs
www.cmu.edu/student-affairs/index.html

The Office of the Dean provides central leadership of the metacurricular experience at Carnegie Mellon. The offices that fall under the division of Student Affairs led by Vice President and Dean of Student Affairs, Gina Casalegno, include (not an exhaustive list):

- Athletics

- Career and Professional Development Center

- Cohon University Center

- Counseling & Psychological Services (CaPS)

- Dining Services

- Housing Services

- Office of Community Standards and Integrity

- Office of Student Leadership, Involvement, and Civic Engagement

- University Health Services

- Wellness Initiatives

Graduate students will find the enrollment information for Domestic Partner Registration and Maternity Accommodations in the Office of the Dean of Student Affairs and on the website. The Office of the Dean of Student Affairs also manages the Emergency Student Loan (ESLs) process.   The Emergency Student Loan service is available through generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances.

Office of Community Standards and Integrity
The Office of Community Standards and Integrity also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: www.cmu.edu/academic-integrity.

Center for Student Diversity & Inclusion
https://www.cmu.edu/student-diversity/

Diversity and inclusion have a singular place among the values of Carnegie Mellon University. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse

and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

The Center offers resources to enhance an inclusive and transformative student experience in dimensions such as access, success, campus climate and intergroup dialogue. Additionally, the Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced, both at the graduate and undergraduate level. Initiatives coordinated by the Center include, but are not limited to:

- First generation/first in family to attend college programs

- LGBTQ+ Initiatives

- Race and ethnically-focused programs, including Inter-University Graduate Students of Color Series (SOC) and PhD SOC Network

- Women's empowerment programs, including Graduate Women's Gatherings (GWGs)

- Transgender and non-binary student programs

Assistance for Individuals with Disabilities
   http://www.cmu.edu/education-office/disability-resources/

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources secure online portal or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with disabilities are encouraged to self-identify with the Office of Disability Resources by contacting Catherine Getchell, 412-268-6121, getchell@cmu.edu to access the services available at the university and initiate a request for accommodations.

Eberly Center for Teaching Excellence & Educational Innovation
     www.cmu.edu/teaching

Support for graduate students who are or will be teaching is provided in many departments and centrally by the Eberly Center for Teaching Excellence & Educational Innovation. The Eberly Center offers activities for current and prospective teaching assistants as well as any graduate students who wish to prepare for the teaching component of an academic career. The Center also assists departments in creating and conducting programs to meet the specific needs of students in their programs. Specific information about Eberly Center support for graduate students is found at www.cmu.edu/teaching/graduatestudentsupport/index.html.

Carnegie Mellon Ethics Hotline

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to financial matters, academic and student life, human relations, health and campus safety or research.

Students, faculty and staff can anonymously file a report by calling 877-700-7050 or visiting www.reportit.net(user name: tartans; password: plaid). All submissions are reported to appropriate university personnel.

The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.

Graduate Student Assembly
     www.cmu.edu/stugov/gsa/index.html

The Carnegie Mellon Student Government consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (GSA) passes legislation, allocates student activities funding, advocates for legislative action locally and in

Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. GSA also contributes a significant amount of funding for conferences and research, available to graduate students through application processes managed by the Office of the Assistant Vice Provost for Graduate and Postdoctoral Affairs. GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus, http://www.cmu.edu/stugov/gsa/resources/index.html. Each department has representation on GSA and receives funding directly from GSA's use of the student activities fee for departmental activities for graduate students. The department rep(s) is the main avenue of graduate student representation of and information back to the graduate students in the department.

Student Academic Success Center (SASC)
https://www.cmu.edu/student-success/programs/language-support/index.html

The SASC is a support service offering language and cross-cultural support and individual appointments designed to equip nonnative English speakers (international students as well as international students who attended high school and/or undergraduate programs in the U.S.) with the skills needed to succeed in academic programs at Carnegie Mellon. In addition to developing academic literacy skills such as speaking, reading and writing, students can learn more about the culture and customs of the U.S. classroom. The SASC also helps international teaching assistants (ITAs) who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon and provides ITA testing, required testing indicating a nonnative speaking student has a language proficiency required before being allowed to work with undergraduates in classes, labs or individual meetings.

Office of International Education (OIE)
http://www.cmu.edu/oie/

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars. OIE provides many services

including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; maintaining a resource library that includes information on cultural adjustment, international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation programs.

Veterans and Military Community
      http://www.cmu.edu/veterans/

Military veterans are a vital part of the Carnegie Mellon University community. Graduate students can find information on applying veteran education benefits, campus services, veteran's groups at CMU, non-educational resources and international military service information through the Veterans and Military Community website. There are also links and connections to veteran resource in the Pittsburgh community. The ROTC and Veteran Affairs Coordinator can be reached at uro-vaedbenefits@andrew.cmu.edu or 412-268-8747.

Key Offices for Academic & Research Support

Computing and Information Resources
      www.cmu.edu/computing

Computing Services provides a comprehensive computing environment at Carnegie Mellon. Graduate students should seek Computing Services for information and assistance with your Andrew account, network access, computing off-campus, campus licensed software, email, calendar, mobile devices, computer security, cluster services and printing. Computing Services can be reached at it-help@cmu.edu.

The Carnegie Mellon Computing Policy establishes guidelines and expectations for the use of computing, telephone and information resources on campus. The policy is supported by a number of guidelines graduate students should know. The policy and guidelines are available at: www.cmu.edu/computing/guideline/index.html.

Research at CMU
  www.cmu.edu/research/index.shtml

The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university's major contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information can be found by visiting the Research at Carnegie Mellon website.

Office of Research Integrity & Compliance
  www.cmu.edu/research-compliance/index.html

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, intellectual property rights and regulations, and institutional animal care & use. ORIC also consults on, advises about and handles allegations of research misconduct.

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services
  https://www.cmu.edu/counseling/

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting. Students sometimes feel confused about why they are feeling upset and perhaps confused about how to deal with it. An initial consultation with a CaPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. CaPS services are provided at no cost. Appointments can be made in person or by telephone, 412-268-2922.

Health Services
    www.cmu.edu/HealthServices/

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. The CMU student insurance plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees.

UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Graduate students should contact UHS to discuss options for health insurance for spouses, domestic partners and dependents. Appointments can be made by visiting UHS's website or by telephone, 412-268-2157.

Community Health and Well-Being
    https://www.cmu.edu/wellbeing/resources/wellness-initiatives.html

At the university, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students thrive inside and outside the classroom. The BeWell@CMU e-newsletter seeks to be a comprehensive resource for CMU regarding all wellness-inspired events, announcements and professional and personal development opportunities. To sign up for the e-newsletter, text BEWELLATCMU to 22828 and share your preferred email address.

University Police
    http://www.cmu.edu/police/

412-268-2323 (emergency only), 412-268-6232 (non-emergency)

The University Police Department is located at 300 South Craig Street, Room 199 (entrance is on Filmore Street). The department's services include police patrols and call response, criminal investigations, shuttle and escort services, fixed officer and foot officer patrols, event security, and crime prevention and education programming. Visit the department's website for additional information about the staff, escort and shuttle, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

Shuttle and Escort Services

University Police coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. University Police Shuttle & Escort website has full information about these services, stops, routes, tracking and schedules.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at 412-268-6232. The annual security and fire safety report is also available online at https://www.cmu.edu/police/Fire%20and%20Safety%20Reports.html.

The WORD

http://www.cmu.edu/student-affairs/theword/

The WORD is Carnegie Mellon University's student on-line handbook and is considered a supplement to the department (and sometimes college) handbook. The WORD contains campus resources and opportunities, academic policy information and resources, community standards information and resources. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community. Information about the following is included in The WORD (not an exhaustive list) and graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: http://www.cmu.edu/policies/.

Department of Philosophy, Carnegie Mellon University

GRADUATE STUDENT TIMELINE

PHD STUDENTS

All coursework must be completed by the end of the fourth year; coursework for the master's degree must be completed by the end of the third year. Aside from coursework, there are 3 major defense milestones:

1. Master's defense

   - ☐ Must be completed by the end of the spring semester* of the third year.
   - ☐ The master's thesis must be circulated to the department at least 2 weeks prior to the defense date.
   - ☐ Students who defend by the end of the fall semester* in their third year will receive an "early incentive" bonus of 1 additional semester free from teaching.

2. Prospectus defense

   - ☐ Must be completed by the end of the spring semester* of the fourth year.
   - ☐ The prospectus must be circulated to the department at least 2 weeks prior to the defense date.
   - ☐ Students who defend by the end of the fall semester* in their fourth year will receive an "early incentive" bonus of 1 summer of financial support.

3. Dissertation defense

   - ☐ Must be completed by the end of the fifth year.
   - ☐ Summer defenses require advisor approval (and typically a visa extension, if applicable).
   - ☐ The dissertation must be circulated to the department at least 2 weeks prior to the defense date.

MASTER'S STUDENTS

All coursework must be completed by the end of the second year. If pursuing the thesis-based option, permission must be secured by the end of the fall semester* of the second year, though it is strongly encouraged to do so earlier. Note that this requires an advisor.

Master's defense (thesis-based option only)

- ☐ Must be completed by the end of the second year.
- ☐ Summer defenses require advisor approval (and typically a visa extension, if applicable).
- ☐ The thesis must be circulated to the department at least 2 weeks prior to the defense date.

* The "end of a semester" is the last day of the examination period for that semester, which is typically about 1 week after the last day of classes.