



## Department of Philosophy

### MA Program Regulations

(July 2010)

There are two routes for taking the MA degree in the Philosophy Department at Guelph.

- a) The *thesis option*, which involves taking the required MA Seminar, plus a minimum of four additional graduate courses, plus writing an MA thesis (of about 25,000 words).
- b) The *guided research project option*, which involves taking the required MA Seminar, plus a minimum of six additional graduate courses, plus taking the two-semester Guided Research Project course (a graded paper of about 10,000 words).

Regardless of the option chosen, the MA in Philosophy at Guelph is a research degree, in which the responsibility for study begins to shift from the faculty to the student. Students in both streams are expected to develop their own topic for research.

On either stream, the MA program can normally be completed in four semesters. The following is a typical timeline for full-time students. (It is recognized that students who are required to do significantly more than the minimum possible number of classes will require extra time to complete their degree.)

**The summer prior to Semester 1:** The student should confirm with the graduate coordinator the number and subject-area of [courses required](#) for their MA program. She or he should consult with the graduate coordinator regarding their [course selection](#) for the fall.

**Semester 1 (Fall):** Students complete three graduate [courses](#), including the first half of PHIL\*6950, the [MA Seminar](#). Planning begins for the student's research project, and options for an [advisory committee](#) are explored. It is possible and desirable to establish the advisory committee during this semester.

**Semester 2 (Winter):** Students complete three graduate [courses](#), including the second half of PHIL\*6950, the [MA Seminar](#). By the mid-point of this semester, at the latest, students will have been assigned an [advisory committee](#). The student should write their short [research proposal](#) during this semester. By the end of this semester the student should have had a formal meeting with her or his whole advisory committee and completed the Graduate Degree Program Form.

**Semester 3:** Students taking the MA by [thesis](#) will complete remaining required coursework (if any) while beginning to write their thesis. Ideally, the student should aim to have a rough first draft of the thesis completed by the end of this semester. Students taking the MA by [guided research project](#) will complete three graduate courses, normally including the first half of PHIL\*6990, the Guided Research Project. At the end of this semester the student (in either stream) should have a formal meeting with the whole advisory committee to assess her or his progress.

**Semester 4:** Students taking the MA by thesis should aim to complete and, by taking the [Final Oral Examination](#), defend their thesis during this semester. Note that it can take some weeks to set up a FOE, so students should aim to have a good penultimate draft of the thesis ready by the mid-point of the semester. Students taking the MA by [guided research project](#) will complete any remaining required coursework and the second half of PHIL\*6990, the Guided Research Project.

These regulations reflect and supplement, but do not replace, the regulations in the University of Guelph Graduate Calendar, which should also be consulted at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/>

Several of the forms and documents mentioned in these regulations can be found at:

<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?forms>

These regulations were approved at a Philosophy Department meeting on xxxx, 2010.

## Table of Contents

I.	Registration.....	4
II.	Advisory Committee .....	4
	1. Appointment of the Committee .....	4
	2. Composition of the Committee .....	5
	3. Role of the Committee .....	5
III.	Coursework (excluding the MA Seminar) .....	6
	1. Coursework Requirements .....	6
	2. Consultation with the Graduate Coordinator .....	8
	3. Grades.....	8
IV.	MA Seminar, PHIL*6950 .....	8
V.	Research Proposal .....	9
VI.	Thesis and Final Oral Examination (for Thesis-Stream MA Students) .....	9
	1. Thesis .....	9
	2. Final Oral Examination.....	10
VII.	Guided Research Project, PHIL*6990 (for Guided Research Project–Stream MA Students) .....	11
VIII.	Teaching Practicum .....	11
IX.	Funding .....	12
X.	Satisfactory Progress .....	13
	1. Semesterly Evaluations.....	13
	2. Request for Time Extension Beyond Semester Six .....	13
	3. Satisfactory Progress and Academic Consideration .....	13
	4. Academic Misconduct and Graduate Student–Advisor Mediation Procedures .....	15
XI.	Forms.....	15
XII.	Glossary .....	16

## I. Registration

- a. The academic year at Guelph is divided into three semesters: fall (September to December), winter (January to April), and summer (May to August). Graduate students are normally expected to register in each consecutive semester of study until graduation. They must be registered in each semester in which they are actively engaged in course work or research, including any semester in which they have any contact with university faculty/staff or use of university facilities in connection with their degree program.
- b. Students must register for each semester *prior* to the start of that semester. See the Graduate Calendar for details of the registration procedure:  
<http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>.
- c. Students can apply for a leave of absence for a particular semester. This requires that students complete an Application for Leave of Absence form, available from the Philosophy graduate secretary or online at <http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?forms>. The department must approve this form before it is submitted to Graduate Program Services. An approved leave of absence will include adjustments in the time allotted for completion of the graduate program, and also in the duration of a funding guarantee: that is, leaves of absence 'stop the clock' for the graduate program. Parental leave is accommodated under this regulation.
- d. Failure to register or receive prior permission for a leave of absence for any semester is regarded as *withdrawal from graduate studies* at this university. Students who wish to resume their studies must apply for readmission to the MA program. Such re-admission is by no means automatic; if readmitted, students will be required to conform to current regulations and any [funding offer](#) they held under their first admission to the program will no longer be valid.
- e. Students must be registered for any semester in which a final grade is received: if students are graded as INC ("incomplete") for a course at the end of a semester, then it is necessary to register and pay fees for a further semester in order to have that grade replaced with a final grade. Students who have not completed all the requirements for the degree by the due date for thesis submission in a particular semester must re-register. Candidates must be registered in the semester in which they qualify for the degree.
- f. Students may be admitted to the MA program on a part-time basis. Part-time students may register for no more than 1.0 course credits in a semester. Three part-time semesters are regarded as the equivalent of one full-time semester in terms of minimum and maximum program durations. Note that a change from full-time to part-time status (and vice versa) will normally *void* any existing [funding guarantee](#), though a new funding guarantee more suitable to changed circumstances may be established at the time of the transfer.
- g. The Guelph philosophy MA program admits students only for the fall semester; we do not admit students to start in the summer or the winter semesters.

## II. Advisory Committee

### 1. Appointment of the Committee

- a. The advisory committee must be established and the Advisory Committee Appointment form submitted to Graduate Program Services not later than the mid-point of the student's second registered semester. It is a good idea for MA students to establish an advisory committee during their first semester in the program, whenever possible.

- b. Advisory committees are officially appointed by the graduate coordinator. Students and faculty will be consulted about their preferences, and the graduate coordinator's main aim is to ensure a good 'fit' between students and their advisory committees. Students are encouraged to approach, as early as possible, faculty that they may be interested in working with, to discuss with them the possibility of membership in their advisory committee, and to communicate these preferences to the graduate coordinator. However, final membership in this committee will be determined by the graduate coordinator.
- c. The membership of advisory committees can be changed, with sufficient reason, during the student's program. Changes to advisory committee membership, which may be initiated by the student, require the agreement of the departmental graduate studies committee and the consent of the dean of Graduate Studies. The person requesting a change to an advisory committee should consult with the graduate coordinator (or, if the graduate coordinator is a member of the committee, the department chair) regarding her or his reasons for the change, and submit to the graduate coordinator a revised copy of the Advisory Committee Appointment form. The graduate coordinator will submit the revised Advisory Committee Appointment form to the graduate studies committee at its next meeting, and before the end of the semester in which the request is made. With the approval of the committee the revised form is then submitted to Graduate Program Services; at this time, the student and all the current members of her or his advisory committee will be informed that the change has been submitted. If the graduate studies committee does not approve the committee change, the graduate coordinator will communicate the reasons for this to the student and her or his advisory committee.

## **2. Composition of the Committee**

- a. An advisory committee for an MA student normally consists of two members: the advisor, and one other member. The advisory committee composition is the same for students taking either the thesis route or the guided research project route to the degree.
- b. Normally, the advisor is a member of the Guelph Philosophy department. The advisor chairs the advisory committee.
- c. In special circumstances an MA student may have two co-advisors. This is usually because the primary choice for advisor is an Associated Graduate Faculty member (i.e. a senior academic who is not a tenure-stream faculty member at Guelph), and not a member of the Regular Graduate Faculty.
- d. Graduate faculty from other academic units may serve as members of advisory committees for Philosophy MA students. All advisory committee members must be Graduate Faculty of the University of Guelph; committee members who are not Regular Graduate Faculty at Guelph can be appointed Associated or Special Graduate Faculty with the permission of the Board of Graduate Studies. Normally, Associated or Special Graduate Faculty cannot serve as a student's advisor (though Associated Graduate Faculty can be co-advisors).
- e. In special circumstances, an MA advisory committee may have a third member. Usually, this is because the student has two co-advisors (plus one other committee member), or because a third reader is necessary to cover all the main areas of specialisation required by the student's project.

## **3. Role of the Committee**

- a. The advisory committee is responsible for establishing and supervising the student's program of study. A Graduate Degree Program form must be completed and signed by the student, the advisor, and the graduate coordinator, and submitted to Graduate Program Services by the beginning of the student's third semester. This signed form represents a contract between the

student and the university program; if changes are required to the original contract, a revised form should be filed.

- b. The University has a Policy on Responsibilities of Advisors, Advisory Committees and Graduate Students and Graduate Student–Advisor Mediation Procedures, which can be consulted here: <http://www.uoguelph.ca/registrar/calendars/graduate/current/geninfo/geninfo-por.shtml>.
- c. It is understood that, as the thesis or the guided research project is being written, the candidate will be in regular communication with the advisory committee.
- d. Members of the advisory committee to whom written thesis or guided research project work is submitted by the student should respond with appropriately detailed comments on that work in a reasonably timely fashion. Normally, a student can expect comments to be returned within two weeks. The Graduate Calendar contains the following injunction: “If the expected time exceeds the normal two-week turnaround, for instance because of absence from campus or an unusually heavy workload, [the advisory committee member should] provide the student and the advisor with an estimate of the time required.”
- e. The mode of operation of the advisory committee—e.g. the degree of day-to-day involvement of the other committee members—varies with the working styles and preferences of those involved. The Graduate Calendar asserts that advisory committee members will “attend regular meetings of the advisory committee with the student, normally no less than once per semester.” See <http://www.uoguelph.ca/registrar/calendars/graduate/current/geninfo/geninfo-por-roac.shtml> for more information on the responsibilities of advisory committees. Graduate Studies have also made available a template ‘Student–Advisor Agreement’: [http://www.uoguelph.ca/registrar/graduatestudies/files/student\\_advisor\\_agree.pdf](http://www.uoguelph.ca/registrar/graduatestudies/files/student_advisor_agree.pdf)
- f. Members of the advisory committee, and especially the advisor, should give ample notice to their students of extended absences from campus such as research leaves, and make satisfactory arrangements for the advising of the student when they are on leave or on extended absence from the campus. Depending on the length of absence, it may be necessary to make arrangements for an interim advisor.
- g. The responsibility for ensuring that meetings of the advisory committee occur on a timely schedule lies jointly with the student and the advisor. The graduate coordinator is responsible for monitoring the frequency of advisory committee meetings.

### III. Coursework (excluding the MA Seminar)

#### 1. Coursework Requirements

- a. The coursework requirements for the Philosophy MA program are determined by three factors:
  - i. *Thesis or Guided Research Project*

Students with the usual BA Honours in Philosophy background who decide to take the MA degree by thesis are required to take at least four one-semester graduate courses plus the two-semester [MA Seminar](#) (in addition to the thesis). Those who take the MA degree by the guided research project are required to take at least six one-semester courses plus the MA Seminar (plus the guided research project which is a two-course equivalent).

ii. *Prerequisite Courses*

All students in the MA program are required to have taken courses in the following areas of philosophy:

- Logic
- Ethics/Value Theory
- Three out of the following four periods of the history of philosophy: Ancient Philosophy, Early Modern Philosophy (Descartes to Hume), Late Modern Philosophy (European philosophy from Kant), and Medieval Philosophy.

Students who have not already taken undergraduate courses in any of these may be admitted to the program, but will be required to take these courses *in addition to* the regular degree requirement. They can do so by taking graduate courses in these areas and where such courses are not available they can satisfy the requirements by taking the appropriate undergraduate courses. In consultation with the Graduate Coordinator, a [Course Prerequisite Form](#) should be filled in prior to the start of the first semester.

iii. *Previous BA Honours Degree*

Students who are admitted into the MA program without an undergraduate honours degree in philosophy will normally be required to take additional courses, at either the undergraduate or graduate level, in particular areas of philosophy to complete gaps in their background preparation. They can be required to take at most six additional one-semester courses, including any prerequisite courses they may have to take. The departmental graduate studies committee determines the number of courses required.

- b. The minimum course load for the MA by thesis is thus five courses (including the MA Seminar, plus the thesis), and the maximum is eleven (including the MA Seminar, plus the thesis); the minimum course load for the MA by guided research project is eight courses (including the MA Seminar and the Guided Research Project itself) and the maximum is fourteen (including the MA Seminar and the Guided Research Project).
- c. The number and configuration of courses that are determined to be part of the program for a student, not including any prerequisite courses that remain to be completed, are considered the 'prescribed courses' for that student. The student must obtain an overall weighted average of at least B- in these courses in order to qualify for a degree. All prescribed courses must be graduate-level courses.
- d. With the permission of the graduate coordinator a student may take up to one—but normally no more than one—of their prescribed courses as a Reading Course (PHIL\*6900).
- e. Normally, students may not complete any of their prescribed course requirements—those to be taken after entry into the MA—outside of the University of Guelph.
- f. A normal full course load for a graduate student is considered to be 1.5 credits per semester: that is, usually, three courses.
- g. Students may not register for any course they have previously passed unless the course is a varying content course (such as a Selected Topics course) or unless so directed by the Admissions and Progress Committee of the Board of Graduate Studies.

## 2. Consultation with the Graduate Coordinator

- a. The student's courses should be chosen in consultation with the graduate coordinator; it is important that students contact the graduate coordinator *before* registering for coursework in their first semester. Ideally, students entering the program will arrange an on-campus meeting with the graduate coordinator in the summer before their first semester. If this is not practical, students should consult with the graduate coordinator by email or telephone.
- b. There are two reasons to plan the coursework carefully, early, and in consultation with the graduate coordinator. The first is that Graduate Teaching Assistantship assignments often have to be made for the fall semester in the previous July or early August. In order to ensure that GTA schedules do not conflict with the student's course timetable, the department chair needs as much information as practically possible about which courses the student has chosen.
- c. The second reason is that, unlike many undergraduate degree programs, the selection of courses in a graduate program must receive formal approval (normally from the advisory committee once it has been set up and from the graduate coordinator in any case). It is important that students develop a plan for satisfying their coursework requirements, including any prerequisites or other additional courses, as soon as possible; the graduate coordinator will help students draw up a workable and efficient plan, which will form the basis of the Graduate Degree Program form submitted by the student and their advisory committee at the end of the second semester.

## 3. Grades

- a. Information about the grading system can be found at:  
<http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-as.shtml>
- b. Any student who receives an INC (incomplete) or MNR (mark not reported) grade must complete the course in the next registered semester. By the end of this semester the INC must be replaced by either a numerical grade or an INF (incomplete: failure). If the student is not registered in the semester in which the course is completed, any submitted grade will not be accepted and the student will receive INF as a final grade. Note that the student does not register for the incomplete course again; when a grade is received, the grade will replace the INC or MNR grade originally recorded. Students who are registered may have, at the department graduate studies committee's discretion, up to the end of that subsequent semester to finish the course requirements before the grade of INF is automatically recorded. Exceptions to the above, for compassionate reasons, may be considered on appeal to the Admissions and Progress Committee of the Board of Graduate Studies.
- c. Information about grade reassessment can be found at:  
<http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-grade.shtml>

## IV. MA Seminar, PHIL\*6950

- a. All MA students take the MA Seminar together as a cohort in their first two semesters in the program. The MA Seminar is a 0.5-credit graduate course spread over two semesters: students have to register for the MA seminar in both the fall and the winter semesters. The final grade for this seminar is either SAT (satisfactory; a pass) or UNS (unsatisfactory; a fail). The course number for the MA Seminar is PHIL\*6950.
- b. The goal of the MA Seminar is twofold: to provide a regular occasion for Philosophy MA students to become acquainted and discuss their work as colleagues; and to help the students to develop a range of skills that will be useful to them in their degree and their subsequent



career. Although the format sometimes changes, typically the course has three main foci: pedagogy; grant application skills (preparing grant applications for the major funding agencies); and research and scholarship skills (preparing to embark on thesis or research project work, and a practical introduction to presenting at academic conferences). Participatory attendance at the departmental speakers series and other local philosophical events may also be a component of the assessment for the MA Seminar.

## V. Research Proposal

- a. MA students are encouraged to begin developing their research interests early in the program. Whether writing a thesis or the guided research project, students need to prepare a short description of their proposed research, with a tentative bibliography. For students with the usual BA Honours in philosophy background, the finalized version of this proposal is due in the first week of the third semester. Students should check with their advisory committee to find out what is required. Once it is approved by the advisory committee a copy is given to the graduate coordinator to be placed in the student's departmental file. Students are urged to work with their advisor on the proposal during the second semester and to work up to a version the advisor is satisfied with before the exam period begins in that semester. Then the proposal should be given to the second member of the advisory committee so that revisions can be made in the light of comments received and the finalized version be ready for the first week of the third semester.
- b. If students are required to do extra coursework to make up their philosophical background this may affect the due date for the proposal. Students should consult with the graduate coordinator on what the due date then is.

## VI. Thesis and Final Oral Examination (for Thesis-Stream MA Students)

### 1. Thesis

- a. For the master's degree by thesis each candidate shall submit a thesis, expressed in satisfactory literary form, based upon research in some topic connected with philosophy. The thesis must demonstrate the candidate's capacity for original and independent work, and should include a critical evaluation of work which has previously been done in the candidate's field of research. The thesis should emphasize any new conclusions which may be drawn from the candidate's own research.
- b. A thesis which exceeds 35,000 words (including bibliography, notes and any appendices) will not be accepted unless permission is granted by the graduate coordinator on the recommendation of the advisory committee.
- c. For detailed information on formatting the thesis (fonts, margins, spacing, page numbering etc.), see:  
<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?records/thesis>  
Graduate Studies will not accept theses without the correct formatting, so care should be taken to format the thesis appropriately.
- d. The thesis may be submitted at any time of the year, but candidates are advised to allow ample time for revision and examination. The candidate should obtain a copy of the schedule of deadlines from Graduate Program Services no later than the beginning of the semester in which the candidate intends to graduate.

- e. It is a regulation of the Graduate Calendar that, normally, the thesis must be formally submitted within 48 months of the completion of the 'minimum duration,' which is two semesters for full-time students. Note that this regulation refers to time, rather than semesters in-program, and so the 48 months *includes* any leaves of absence.
- f. When it is necessary for the research, or some part of it, to be conducted off-campus, the arrangements are subject to the prior approval of the dean of Graduate Studies.
- g. It is understood that, as the thesis is being written, the candidate will be in regular communication with the advisory committee. When a draft is completed which the advisory committee recommends for examination, the candidate, with the endorsement of the departmental chair, formally requests an examination by submitting an Examination Request form to Graduate Program Services; this form is available from the Philosophy graduate secretary or online at <http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?forms>. Arrangements for the final oral examinations are then made. It is understood that as a result of the final oral examination corrections may be necessary to produce a revised final draft of the thesis.

## 2. Final Oral Examination

- a. The final oral examination, a departmental examination, is devoted chiefly to the defence of the master's thesis.
- b. The examination is conducted by a committee, appointed by the department chair or her or his designate, consisting of four members:
  - A member of the graduate faculty who is not a member of the advisory committee—usually but not always the graduate coordinator—appointed to act as chair;
  - Both members of the candidate's advisory committee (or the advisor plus one of the other members if there are three members of the advisory committee; if only one member of the advisory committee is available the exam can still proceed with another member of the graduate faculty taking their place);
  - An additional member of the graduate faculty, preferably from another department.
- c. The examination is open to the public but members of the audience may question the candidate only upon invitation of the chair of the committee.
- d. The members of the examination committee report individually on the final examination and the thesis. The candidate is deemed to have passed if no more than one of the four examiners votes negatively. An abstention is regarded as a negative vote. Concurrently, the members sign the Certificate of Approval, which is submitted with the approved thesis in its final form to Graduate Program Services. The report to the dean of Graduate Studies will record the decision as unsatisfactory or satisfactory.
- e. If a student passes the Final Oral Examination, then two unbound copies of the certified thesis must be submitted to Graduate Program Services by the deadline date shown in the Academic Schedule in the calendar. Both copies must include the Certificate of Approval signed by members of the examination committee. Also included must be an abstract consisting of no more than 150 words and a copy of the circulation waiver and the copying licence. See <http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?records/thesis> for detailed information on submitting and 'publishing' the thesis.
- f. The Philosophy department prefers that theses be bound in burgundy. The department requires that a bound copy be provided to the department for the departmental library; it is

also usual to provide a bound copy for the advisor and sometimes also for other members of the advisory committee.

- g. If a student fails the Final Oral Examination, the candidate may be given a second attempt. A second unsatisfactory result constitutes a recommendation to the Board of Graduate Studies that the student be required to withdraw.

## **VII. Guided Research Project, PHIL\*6990 (for Guided Research Project–Stream MA Students)**

- a. Students who wish to take the MA by Guided Research Project rather than thesis must register for the two-semester course PHIL\*6990, “Guided Research Project.” This course is worth 1.0 credits (the equivalent of two standard semester-long courses), and is usually taken in the student’s final two semesters. Students taking the guided research project must still prepare a research proposal, in exactly the same way as students taking the thesis route (see above).
- b. The research project differs from the thesis in three main respects. It is shorter (10,000 to 15,000 words), it does not require a Final Oral Exam, and it is assigned a grade by the advisory committee. Unlike the thesis, the research project need not demonstrate thorough knowledge of the relevant primary materials, nor constitute a sustained argument of an MA thesis level. It must, however, exhibit considerable familiarity with the relevant materials and a capacity for independent critical judgment.
- c. At the end of the first semester of registration in PHIL\*6990 the student will receive a grade of INP (‘in progress’). At the end of the second semester of registration in PHIL\*6990 the completed research project is submitted to the members of the advisory committee. Each member of the advisory committee independently assigns a numerical grade to the project, and the mathematical mean of these grades—calculated by the advisor—is submitted to Graduate Program Services. In cases where there is a substantial divergence between the grades assigned by members of the advisory committee, committee members are encouraged to discuss their reasons for the grade with each other and to make adjustments if and when appropriate, before the final grade is submitted.
- d. A copy of the guided research project must be deposited in the Philosophy department.

## **VIII. Teaching Practicum**

- a. Students may choose to complete the optional Teaching Practicum program offered by the College of Arts. MA students will normally complete Level I of the Practicum, and are then entitled to receive a letter from the dean and a certificate.
- b. The Level I Practicum can be achieved in a variety of ways, including by completing all of the following elements:
  - Attending the full-day TA Conference (or equivalent) offered by Teaching Support Services at the start of every fall semester for new graduate students.
  - Passing the MA Seminar.
  - Preparing a statement of teaching philosophy.
- c. For further details consult the Teaching Practicum Passport, available from the department graduate secretary.
- d. The Teaching Practicum can be completed and awarded at any time up to and including the end of the degree.

## IX. Funding

- a. Full-time MA students are normally offered a funding guarantee upon their offer of admission to the program. This guarantee is normally for the first four fall or winter semesters in-program.
- b. This funding guarantee commits the department to ensuring that the student receives a certain specified level of financial support in each semester of the guarantee from all academic sources combined, including departmental, university and external support. This includes, but is not limited to, income received from acting as a graduate teaching assistant (GTA), graduate research assistant (GRA), or graduate service assistant (GSA); from university scholarships or bursaries; from external grants (such as SSHRC or OGS grants); from employment as a Sessional Instructor; or from faculty or departmental grants. It does not include income received from non-academic employment or other non-academic sources.

Students who hold major external grants, such as SSHRCs, may find that their financial guarantee is covered even without receiving any funding from the department. However, the department will normally seek to reward students with major external grants by providing them with additional departmental funding, whenever possible.

All students, including those whose financial guarantee is satisfied in other ways, are entitled to apply for any advertised GTA positions in the department; however, students whose guarantee is satisfied will typically be in a lower tier of consideration for such positions. Consult the departmental GTA Hiring Process document for more details.

- c. Even students whose funding guarantee should result in a GTA for a particular semester must apply for a GTA in the regular process. Consult the departmental GTA Hiring Process document for more details.
- d. Students who are made a reasonable offer of funding in a particular semester, such as a GTA position, may, at the discretion of the department chair, have this offer count towards satisfaction of their funding guarantee even if the student chooses not to accept the offer. Certain forms of funding, such as GTAs, require the student to be present on campus for the semester in order to take up the funding.
- e. The funding guarantee operates only in semesters in which the student is registered in the program. Semesters for which the student has a leave of absence are not funded, but neither do they count towards the funding guarantee period.
- f. The funding guarantee does not constitute a job security period (as the financial support may not be in the form of employment).
- g. Funding guarantees are *contingent* on the following four factors:
  - The student must make satisfactory progress throughout her/his program.
  - The student must apply for major external awards, including both SSHRC and OGS, in every year in which she/he is eligible to do so.
  - The student must continue to be registered as a full-time student. (Students who move to part-time may have an alternative funding guarantee, more suited to part-time studies, instated at that time.)
  - The student must apply for GTAs in the regular process for all semesters in which it is expected that GTAs will be awarded. The only exception to this is for the first semester of the student's program.

Failing to meet any of the first three of these conditions automatically voids the student's funding guarantee for the remainder of their program. Failing to meet the fourth condition means that the student waives their right to a GTA for that semester.

## **X. Satisfactory Progress**

### **1. Semesterly Evaluations**

- a. At the end of each semester the academic record and progress of each student is reviewed by her or his advisory committee and the graduate coordinator. A Graduate Student Evaluation Report must be completed and signed each semester. If the report indicates some concerns about progress or unsatisfactory progress, a copy is submitted to the dean of Graduate Studies.
- b. In some cases of concerns about progress, and whenever unsatisfactory progress is reported, the student and her or his advisory committee must prepare an Action Plan intended to deal, within a well-defined time period, with whatever problems have arisen. This Plan should be signed by the student, the advisory committee, and the graduate coordinator or the department chair, and submitted to the dean of Graduate Studies at the same time as the Graduate Student Evaluation Report.
- c. The student always has the right and the opportunity to see and to respond to their Graduate Student Evaluation Reports. A main function of the semesterly reports is to encourage open and frequent communication about student progress. Students are also permitted and encouraged to use the Evaluation Report to provide feedback to the department on, for example, whether written work was responded to in a timely fashion or whether committee members were available for consultation.

### **2. Request for Time Extension Beyond Semester Six**

- a. The department uses a Request for Time Extension form (available from the department website or graduate secretary) to monitor students whose program is not completed by the end of the 6<sup>th</sup> semester. This form needs to be completed by the student, to cover each semester required beyond the 6<sup>th</sup>, endorsed by the advisory committee, and approved by the graduate coordinator.

### **3. Satisfactory Progress and Academic Consideration**

- a. The following scenarios constitute *unsatisfactory progress*:
  - Receiving less than 70% (B-) for any prescribed course (other than the MA Seminar). A student whose overall weighted average for the prescribed courses is below 70% is not eligible for the degree.
  - Failing, or receiving less than 60% (C-) in, any course for which a numerical grade is given (graduate or undergraduate, prescribed or additional); in such cases, the student is deemed to have failed the course and the advisory committee must take action.
  - Receiving a grade of UNS (unsatisfactory) for the MA Seminar.
  - Being in semester 7 or higher of the degree without the approval of the advisory committee and the graduate coordinator, as expressed in a Request for Time Extension form.

- Being more than 48 months past the time of completion of the ‘minimum duration’ for the degree.
- Receiving a Graduate Student Evaluation Report marked ‘Some Concerns’ or ‘Unsatisfactory’ for more than two semesters in succession.
- Failing to meet the requirements laid out in an Action Plan, duly signed by the student, the advisory committee, and the graduate coordinator or department chair, that has been developed in response to a less than satisfactory Graduate Student Evaluation Report and submitted to Graduate Program Services.
- Failing a Final Oral Examination for the second time.

In addition, for students pursuing the thesis route, the advisory committee may deem the following to constitute unsatisfactory progress: failing to submit substantial written work (related to the thesis, though not necessarily work that it is intended will end up in the thesis) to the advisory committee during any semester in which a student is working on their thesis.

Failure to make satisfactory progress, without sufficient grounds for academic consideration, automatically leads to a student’s funding guarantee being voided for the remainder of their program. It can also be grounds for recommending to the Admissions and Progress Committee of the Board of Graduate Studies that a student be required to withdraw from the program.

b. Academic consideration may be granted on the following grounds:

- Medical;
- Psychological;
- Compassionate;
- Misapplication of regulations or procedures;
- Other special circumstances.

Generally, work commitments will not constitute grounds for academic consideration. The necessity for documentation will depend on the situation. See the Graduate Calendar for more details:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

- c. If the student fails a course or a required examination, the advisory committee, through the department chair, will recommend appropriate action to the Board of Graduate Studies. Only by authority of the board may a further privilege of any kind be extended.
- d. When it is necessary for action—other than or in addition to the voiding of a funding guarantee—to be taken with respect to unsatisfactory performance by a graduate student, the following process applies. The advisory committee makes a recommendation to the department graduate studies committee, which forwards a recommendation to Graduate Program Services. The dean of Graduate Studies ensures that the student is aware of the department’s recommendation and is offered the opportunity to make a submission. The recommendation of the department and any submission from the student are considered by the Admissions and Progress Committee of the Board of Graduate Studies. The Admissions and Progress Committee makes a decision on behalf of the Board of Graduate Studies. At any stage of the above process, a graduate student may request a reconsideration.
- e. In the event of a decision by the Admissions and Progress Committee that the student be required to withdraw, the graduate student may, within 90 days of receiving notification of the decision, appeal to the Senate Committee on Student Petitions. Details concerning appeals may be obtained from the secretary of Senate. The decision of the Senate Committee on Student Petitions is final.

#### 4. Academic Misconduct and Graduate Student–Advisor Mediation Procedures

- a. See the Graduate Calendar for definitions of academic misconduct, procedures for dealing with it, appeals, and penalties:  
<http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>
- b. See the University’s Policy on Responsibilities of Advisors, Advisory Committees and Graduate Students and Graduate Student–Advisor Mediation Procedures for dispute resolution mechanisms:  
<http://www.uoguelph.ca/registrar/calendars/graduate/current/geninfo/geninfo-por-drm.shtml>

#### XI. Forms

Form	Usual time of submission	Description
<i>Authorization for Settlement Form</i> [Student Financial Services]	This form needs to be filled out when a graduate student registers for each upcoming semester.	This form lets Student Financial Services (SFS) know how the student plans on paying her or his tuition: by cheque, an award (e.g. OGS or SSHRC), a GTA, etc. Once this form has been filled out the student should return it to the graduate secretary who will get it signed by the department chair and forward it to SFS. If this form is not returned by the due date (printed on top of the form) there will be a \$60 late fee charged to the student by SFS.
<i>MA Course Prerequisites Form</i> [Departmental]	This form needs to be completed before the first semester if possible or as soon as the semester begins.	This form is to ensure that the student satisfies all the course prerequisites.
<i>Advisory Committee Appointment Form</i> [Graduate Studies]	This form needs to be completed by the mid-point of the second semester.	If changes need to be made, a revised form needs to be filed with the graduate secretary for processing and sending to Graduate Studies.
<i>Graduate Degree Program Form</i> [Graduate Studies]	This form needs to be completed before the start of the third semester.	This signed form represents a contract between the student and the University, and lays out the required courses for the student. If changes are required to the original contract, a revised form needs to be filed with the office.
<i>Graduate Student Evaluation Report</i> [Graduate Studies]	This form is completed by the advisor at the end of each semester the student is in the program.	This is a report on the student’s progress in the relevant semester, and rates that progress as Satisfactory, Some Concerns, or Unsatisfactory. The form is initially completed by the advisor, but the student sees what the advisor wrote and can add comments.

<i>OVGS (Ontario Visiting Graduate Student Application)</i> [Graduate Studies]	This form is used throughout the year.	If a graduate student needs to take a course at another university that is needed for their program and is not available here, then this form has to be filled out, and signed by the graduate coordinator and the chair of the department. It will then be submitted to the dean of Graduate Studies and then forwarded to the relevant university.
<i>Application for Leave of Absence</i> [Graduate Studies]	This form should be filled out prior to the semester the student is taking a leave of absence.	Once the student has filled out the form, she/he then requires the signatures of both her/his advisor and the graduate coordinator. The form is then forwarded to Graduate Studies by the graduate secretary.
<i>Request for Time Extension to Complete Graduate Program</i> [Departmental]	Required for a student entering their 7 <sup>th</sup> semester in the program or beyond.	This form is to be completed if a student needs longer than 2 years to complete her or his MA program; it requires the signatures of everyone on the advisory committee and the graduate coordinator.
<i>Examination Request Form</i> [Graduate Studies]	This form should be filled out to begin the process of setting up the Final Oral Examination.	The student uses this form to indicate that she/he wish to take the Final Oral Examination (for students taking the thesis route).

## XII. Glossary

- a. **Advisor.** The faculty member who chairs a student's advisory committee.
- b. **Advisory Committee.** The committee, usually composed of two members, responsible for supervising an MA student's progress through her or his program.
- c. **Co-advisor.** In unusual circumstances a student may have two advisors; in this case, they are each called a 'co-advisor.'
- d. **Examining committee.** This is a committee established to conduct a Final Oral Examination for a particular student who is taking the MA by thesis. It will typically include the members of the advisory committee as well as additional members.
- e. **Final Oral Examination (FOE).** This is the examination taken at the end of the student's MA program by students taking the thesis route. It is an oral examination that has as its basis the student's thesis.
- f. **Funding Guarantee.** This is a guarantee, issued by the department to individual students, to maintain or underwrite a certain level of financial support from all academic sources (including non-departmental scholarships and teaching positions) for a certain specified period of time. It does not constitute a job security period (as defined in the Collective Agreement between CUPE local 3913 and the University).
- g. **Graduate coordinator.** The graduate coordinator is a faculty member in the Philosophy department appointed to this administrative position for a two or three year term; she or he receives some teaching release, but continues to have other teaching and research duties. The graduate coordinator chairs the graduate studies committee. Among other things, she or he:



- appoints advisory committees;
  - works with students in their first semester to develop a plan for satisfying the various components of the program;
  - monitors the progress of graduate students through their program;
  - consults with students and their advisory committees to help maintain productive working relationships;
  - assists with the appointment of Final Oral Examination committees;
  - chairs Final Oral Examinations.
- h. **Graduate secretary.** The graduate secretary is a member of the Philosophy department front office staff with particular responsibility for the graduate programs. Among other things, she or he:
- keeps graduate student files and records up to date;
  - manages the files associated with graduate admissions;
  - manages the files associated with graduate student applications for major external scholarships;
  - assists the graduate coordinator in monitoring student progress;
  - assists graduate students and faculty with paperwork related to the graduate programs.
- i. **Graduate Studies Committee.** The graduate studies committee is composed of faculty members from the Philosophy department, a graduate student representative, and the graduate secretary. It is chaired by the graduate coordinator, and the department chair is a member of it *ex officio*. Among other things, it is responsible for:
- conducting the graduate admissions process;
  - ranking and sending forward graduate student applications for major external scholarships;
  - determining the curriculum and departmental regulations for the department's graduate programs;
  - approving various aspects of the program of individual graduate students, such as the composition of the advisory committee and the prescribed courses for that student.
- j. **Guided Research Project (PHIL\*6990).** A course taken by students who are doing the MA by Guided Research Project. It is a 1.0 credit course spread over two successive semesters. This course is normally taken during the student's final two semesters in the program; a numerical grade is awarded for this course, by the advisory committee, on the basis of a substantial paper submitted at the end of the second semester.
- k. **Leave of Absence.** A defined period during which, with the permission of the Faculty of Graduate Studies, a student is temporarily not registered in her or his graduate program. During this period a student receives no funding and is not allowed to work on her or his degree. Time spent on a leave of absence is not counted towards program deadlines or the period of the funding guarantee; however, it does count towards the last date on which it is possible to submit a thesis and complete the program.
- l. **MA Seminar (PHIL\*6950).** A required course, taken by all MA students in their first year, aimed at developing professional skills in research, pedagogy, and grantsmanship. It is a 0.5 credit course spread over both the fall and winter semesters.
- m. **Satisfactory Progress.** Producing work of a good quality, at a reasonable pace, and meeting all relevant deadlines and other requirements. Progress may sometimes not meet these conditions

and yet still be considered satisfactory if there are adequate grounds for academic consideration (such as ill health). See [Section XII](#), above, for more details.

- n. **Teaching Practicum.** An optional certification achieved by completing a sequence of activities related to the development of pedagogical skills.