



**GUIDE TO GRADUATE STUDY IN
THE
DEPARTMENT OF PHILOSOPHY**

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GENERAL INFORMATION

1. PROGRAMS

The Department of Philosophy offers programs leading to the MA and PhD degrees. These degrees are conferred upon successful candidates by the **Faculty of Graduate Studies and Research** (FGSR), and the Department administers its graduate programs in conformity with regulations laid down by FGSR. Graduate students should familiarize themselves with FGSR regulations. These may be found in the FGSR section of the University Calendar and on the FGSR website: <http://www.gradstudies.ualberta.ca/>.

Each department is empowered to develop its own regulations within the general guidelines set by FGSR. **It is important that graduate students in the Department of Philosophy familiarize themselves with the departmental regulations that are set forth in this brochure.**

2. APPLICATIONS

Applications to the graduate programs in the Department of Philosophy are submitted directly to the Department. Application forms are available from the Department, or on-line at <http://www.gradstudies.ualberta.ca/>. After reviewing an application, the Department submits its recommendation to FGSR, which makes the final decision as to the admissibility of an applicant.

The final deadlines for applications for admission to the program commencing September 1 are normally July 1 for Canadian applicants and May 1 for international applicants; for admission commencing January 1 the deadlines are November 15 and October 15 respectively. International students are reminded that immigration procedures to enter Canada may take up to six months from the date that one's application has been accepted. For information on Canadian immigration consult: <http://www.cic.gc.ca/>.

Applicants who wish to be considered for the full range of university awards should insure that their completed applications are received by **January 7**. Some of these awards are restricted to Canadian citizens or permanent residents. Students eligible for awards should submit, along with an application for admission, a completed

application for University of Alberta General Awards. All students will automatically be considered for assistantships. See section 13 for further details. Applicants who wish to be guaranteed consideration for admission should insure that their completed application is received no later than **January 31**. Applications received by this date will also be considered for whatever funding, if any, may still be available.

The Department requires complete official transcripts of all post-secondary studies and three letters of reference from persons acquainted with the candidate's potential for academic work at the graduate level. Samples of an applicant's written work in Philosophy -- such as a term paper from a senior or graduate course or part of an Honour's Thesis -- are required as part of an application. Applicants who are taking Philosophy courses at the time of application are requested to include a list of those they expect to have completed by the requested date of admission if this is not obvious from the transcript.

Applications are normally considered by the Department only after the supporting documentation is complete. Although late applications will be considered as soon as they are completed, **international students who apply after the recommended deadlines may encounter problems in obtaining immigration authorizations quickly enough to begin their programs by the requested date of admission**. Successful applicants may be admitted to the graduate program as MA Candidates, PhD Candidates, or Qualifying Year Students. **Qualifying Year Students** are those who lack sufficient background in Philosophy to be admitted directly to one of the degree programs, but nonetheless show promise in Philosophy. The Qualifying Year is spent taking courses with the purpose of remedying deficiencies in the student's background. Some students may be admitted to the MA or PhD programs on a probationary basis, with the conditions of probation clearly stated by the Graduate Studies Committee.

Further information about the classification of graduate students is available in the University Calendar and in Sections 6.1, 7.1, 8.1, and 9.1 of this guide.

3. FINANCIAL ASSISTANCE

The Department endeavours to find financial assistance for successful applicants. (Although the initial decision regarding an applicant's admissibility to the program is made independently of any decision regarding financial assistance for the

applicant, PhD applicants will not normally be admitted without a funding commitment). The Department assumes that applicants, as well as continuing students, wish to be considered for financial assistance unless they indicate otherwise. Typically, such assistance consists of scholarships, fellowships, or assistantships. Financial support during the summer months is usually available for those assisted during the winter session. The guidelines that the Department follows in awarding assistantships are outlined in Section 13 of this guide. **Students who wish to be considered for financial assistance are expected to familiarize themselves with these guidelines.**

4. THE GRADUATE STUDIES COMMITTEE, THE GRADUATE COORDINATOR, INTERIM ADVISORS AND ANNUAL MEETINGS

The **Graduate Studies Committee** (GSC) oversees all graduate programs in the Department. It consists of the Chair of the Department (ex officio and voting) and four elected faculty members, one to be Chair, and voting in case of a tie. The Chair of GSC also serves as the Department's **Graduate Coordinator**.

Specifically, GSC is responsible for the following: making recommendations to FGSR concerning admissions and changes of category; awarding Teaching and Research Assistantships; nominating students for those awards for which departments make nominations; appointing PhD Comprehensive Examination Committees; approving thesis research proposals; and making recommendations to FGSR concerning the composition of Thesis Supervisory Committees and Oral Examination Committees.

The Graduate Coordinator (who functions with the assistance of GSC) is normally the first person a graduate student contacts upon entering the program. He or she administers FGSR regulations relating to students, acts as liaison between FGSR and the Department, assists the Department Chair with the graduate assistantship budget, monitors the academic progress of all graduate students, and coordinates the Department's efforts to place its students in academic positions. The Graduate Coordinator must be informed of all program and course changes, including changes of thesis topics or of supervisory committees.

Upon entry into the program, every student will be assigned by the Graduate Coordinator an **interim advisor**, who will then be the first person the student should approach for program-related advice. **At the beginning of each year, a student's interim advisor, or supervisor, will be given a record of the student's progress to**

date, and will meet with the student and the Graduate Coordinator to discuss the student's progress in the previous year (if applicable) and the student's program for the upcoming twelve months. A brief summary of this Annual Meeting will be prepared by the Graduate Coordinator, with copies provided to both the student and the advisor or supervisor. **Subsequent changes in the student's program must be discussed with both the Graduate Coordinator and the student's advisor or supervisor.** There is no presumption that the interim advisor will later become the student's thesis supervisor. Once the student has a supervisor, that person serves as advisor as well, and the formal relationship to the interim advisor ends. Normally, the Graduate Coordinator will advise students on issues relating to FGSR or departmental regulations and issues of financial assistance. Interim advisors or supervisors typically will have academic expertise more closely related to a student's interests, and thus can serve better in the role of mentor, giving academic advice and assisting with applications for awards or academic positions.

5. ACADEMIC INTEGRITY AND GRADUATE ETHICS TRAINING REQUIREMENT (GET)

Graduate degree requirements include a mandatory component that provides training in the areas of academic integrity and ethics. For general information on this requirement see: <http://www.gradstudies.ualberta.ca/degreesuperv/ethics/index.htm>. All graduate students entering a graduate program on September 2004 or thereafter must complete eight hours of structured academic activity to meet this requirement. The requirement has two ethics training components; the department training component and the Faculty of Graduate Studies training component.

1. Department Training Component

For philosophy graduate students, the department component (equivalent to three hours of training) involves participation in a training exercise overseen by the department GET committee appointed each year by the philosophy department Chair. Topics to be covered in the seminars will normally include:

- (1) Ethical Issues in Peer Review
- (2) Ethical Issues in Teaching and Mentoring
- (3) Academic Discipline at the University of Alberta
- (4) Academic Integrity & Collegiality: Potential Conflicts

- (5) Human Rights Issues in the Academic Setting
- (6) Authorship and CV's: Issues regarding self-representation
- (7) Privacy Rights in the Academic Setting

The means for satisfying the departmental component of the GET requirement will be announced early in the fall term.

2. Faculty of Graduate Studies and Research Training Component

The Faculty of Graduate Studies and Research training component consists of a web-based course (equivalent to five hours of training) which provides the student with a print out of their test results. A copy of the printed score sheet must be provided to the Graduate Coordinator.

Graduate students are required to fulfil the GET requirement before they can graduate. It is recommended, however, that PhD students fulfil this requirement by Candidacy. The Department is required by FGSR to verify completion of the requirement on the student's program completion form at the end of a student's program.

6. QUALIFYING YEAR STUDENTS

6.1 ADMISSION

Students with fewer than 8 single-semester courses (or equivalent) in Philosophy may be admitted to the graduate program as Qualifying Year Students if they are judged to show sufficient promise in Philosophy. (GSC may at its discretion count courses in other subjects as substituting for Philosophy courses). During the Qualifying Year, students take additional Philosophy courses so as to bring their backgrounds up to a level appropriate for admission to the MA program. Time spent in residence and fees paid during the Qualifying Year are **not** applicable toward any subsequent degree program.

6.2 COURSE REQUIREMENTS

The normal course requirement for a full-time Qualifying Year Student is eight single-semester courses. One or two additional courses may be required at the discretion of the Graduate Coordinator if this would permit the student to enter the MA program sooner or with fewer course requirements. (See Section 8.1).

6.3 FINANCIAL ASSISTANCE

The Department normally does not provide financial assistance for students in the Qualifying Year. Further information concerning financial assistance may be found in Section 13 of this guide.

6.4 ADVANCEMENT TO THE MA PROGRAM

In order to be considered for advancement to the MA program, Qualifying Year Students must achieve a grade average of at least 3.3 in courses required during the Qualifying Year. No student who receives a grade of 2.7 or less in more than two courses (or equivalent) shall be considered for advancement. Recommendations for advancement are subject to the approval of FGSR.

7. PROBATIONARY GRADUATE STUDENTS

7.1 ADMISSION

There is no official category for admission as a probationary student. However, students whose academic background is difficult to evaluate or may be below department standards but meet FGSR admission standards may be admitted directly to a degree program subject to added conditions, as determined by GSC, that must be met to maintain their status as a degree student. The student must receive a clear statement of these conditions at the time of the admission offer and be informed by the Graduate Coordinator when these conditions have been satisfactorily met.

7.2 ACADEMIC PROBATION

Students who fail to maintain a satisfactory GPA may be put on academic probation. In such cases, the department will send a notice to the FGSR requesting a change of category. Once the department is satisfied that the student has brought up his/her GPA, the department will send a notice to the FGSR requesting that the academic probation be cleared. Students on academic probation will normally have their departmental funding suspended.

8. THE MA PROGRAM

8.1 ADMISSION

Admission to a program leading to the MA degree is recommended to FGSR for applicants whose qualifications are judged adequate by the GSC. Applicants who will have completed a University of Alberta BA with a major in philosophy or its equivalent (12 single-semester courses in Philosophy) by the requested date of admission will, if admitted, be required to take 6 single-semester courses. Students who will have completed a BA by that date with fewer than 12 single-semester courses in Philosophy will normally be required to take 9 to 12 single-semester courses that the GSC and the Graduate Coordinator deem appropriate. GSC may, at its discretion, count courses in other subjects as substituting for Philosophy courses.

8.2 COURSE AND OTHER PROGRAM REQUIREMENTS

The total number of courses required of any MA student varies according to the student's background, as laid out in Section 8.1 above. Unless special conditions are approved by GSC for a particular MA candidate, he or she is free to choose any courses, subject to the following provisions:

- (1) All MA students must take at least six single-semester courses at the 400 or 500 level, and four of these must be **seminar** courses (or equivalent) at the 500 level.
- (2) If no courses are available in the student's area of research interest one reading course may be substituted for a seminar.
- (3) FGSR requires that the courses taken by a candidate be discussed with and approved by the Department's Graduate Coordinator before registration. The Department requires that the courses be discussed with a student's advisor or supervisor and approved at the Annual Meeting of the student, his or her advisor or supervisor, and the Graduate Coordinator. (See Section 4)
- (4) The Graduate Coordinator may require a student to take such courses as will ensure some breadth in the student's program of studies, even if that results in the student's having to take more than the minimum number of courses otherwise required.
- (5) All courses must be from those offered by the Philosophy Department unless the student has received the GSC's permission to count some course or courses from another department. To receive this permission the student must show that the

courses are especially relevant to his or her program of study. (Normally, a recommendation from the student's interim advisor should be obtained.)

In addition to course work, MA students are required to write and defend a thesis. (See Sections 8.4 and 8.5 for details.) There is no residency requirement for the MA.

Regulations concerning financial support for MA students during the period of thesis preparation are set forth in Section 13 of this guide. Further information concerning course requirements may be found in Sections 11 and 12 of this guide.

8.3 THESIS SUPERVISORS AND SUPERVISORY COMMITTEES

Each MA candidate must submit to GSC a thesis research proposal including a recommendation for a permanent Thesis Supervisory Committee consisting of a Thesis Supervisor and at least one other permanent staff member. **This proposal should be submitted as soon as possible after course work is finished, or by the beginning of the student's third term of the regular academic program, in cases where the student has delayed taking a course for an approved reason.** It is the responsibility of the student to seek out a prospective Thesis Supervisor and, with his or her approval, to recommend to GSC the constitution of the student's Thesis Supervisory Committee. The candidate should ensure that the members of the proposed Supervisory Committee are prepared in principle to examine the work proposed. The thesis research proposal should include a brief description of the proposed topic (1000 words may be sufficient) plus a bibliography of particularly relevant literature. See Section 8.4 for details.

Students should note the following regulations passed by Department Council and filed with FGSR:

A Thesis Supervisor at either the Masters or the PhD level must be a continuing member of the Department. If a thesis is co-supervised at least one Co-Supervisor must be a continuing member of the Department.

A Thesis Supervisory Committee for a Master's student shall consist of the supervisor and at least one other member of the Department, while in the case of a PhD student a Thesis Supervisory Committee shall consist of the supervisor and two other members of the Department. Each member of the committee must either be a continuing member or Professor Emeritus of the Department, or possess a PhD in Philosophy, except that under some circumstances at most one member of the committee may be

a person (such as a member of another department) qualified in the field although not satisfying the aforesaid requirements. Emeriti professors are not permitted to serve as the sole supervisor.

Under the terms of a special agreement with the University of Calgary a continuing member of its Philosophy Department may, subject to the same provisos, serve as one of the three required members of a student's supervisory committee, and may be Co-Supervisor with a member of this Department. Professors Emeriti and members of other departments may also serve as Co-Supervisors.

In approving the student's choice of supervisor and committee, GSC shall give due regard to the supervisor's and committee's areas of expertise, their research experience, competence in the student's topic and supervisory experience, to other duties and burdens that may affect the availability of the supervisor and committee members, and to any other factors that may be relevant to the successful and expeditious completion of the student's research project under the direction of the proposed supervisor and committee.

All Thesis Supervisory Committees must be approved by FGSR. **FGSR requires that Thesis Supervisory Committees have at least one formal meeting each year.**

8.4 THESIS RESEARCH PROPOSAL

At the same time that he or she submits a proposal for a Thesis Supervisory Committee, a student must also submit **a thesis research proposal** which has been approved by the proposed Thesis Supervisor. The thesis research proposal must contain a statement of the topic that the student intends to address, and a list of books and articles that the student considers centrally relevant to his or her prospective thesis. The research proposal enables GSC to assess whether the student is competent to carry out the proposed research and to assess the appropriateness of the proposed Thesis Supervisory Committee. Normally, at least four months must elapse between the approval of the thesis proposal by GSC and the oral examination of the thesis.

If the direction or content of a student's thesis research changes significantly from that proposed in the thesis research proposal, the student must submit a revised thesis research proposal to GSC and a new proposal for a Thesis Supervisory Committee. **Students should be aware that the final oral examination may not be permitted to go forward if the thesis topic differs significantly from that in the**

most recently approved proposal. In case of doubt, the student should discuss the matter with the Graduate Coordinator.

The Philosophy Department recognizes that acceptable thesis lengths may vary considerably, particularly across different subfields of philosophy. However, in most cases, an MA thesis will fall within 12,000 and 24,000 words (40-80 pages at 300 words per page), and should rarely exceed 36,000 words (120 pages), exclusive of notes, bibliography, appendices and other supplementary materials.

8.5 THESIS AND FGSR DEADLINES

In addition to course work, students must submit evidence of research in the form of a thesis conforming to FGSR regulations. **FGSR regulations require that a student's thesis be completed within four years of entry into the MA program.**

A student seeking an extension of the FGSR deadline must submit a petition to the Graduate Coordinator supported by a letter from his or her Thesis Supervisor. The Graduate Coordinator then decides whether to recommend to FGSR that the student be granted an extension. **Students should consult the University Calendar concerning the conditions under which FGSR will consider granting such an extension.** It is also possible for students to allow their registration to lapse and then re-apply for admission for purposes of taking their final oral examination only.

8.6 FINAL ORAL EXAMINATION

The Final Oral Examination will be conducted by the student's Thesis Supervisory Committee plus one additional faculty member from outside the Department. The outside examiner is chosen by the student and his or her Supervisory Committee, subject to the approval of the Graduate Coordinator and FGSR. The examining committee will be chaired by a Department member who is not an examiner.

The Chair will ensure that all applicable FGSR and Department regulations are respected, and that the rights of the candidate and of the examiners are safe-guarded.

A member of the committee may vote to pass the student only if in his or her opinion the thesis is acceptable as submitted or if it requires changes that are minor in substance or of an editorial nature (spelling, grammar, punctuation, etc.). A student may pass only if there is not more than one dissenting vote. If the thesis requires revisions that are more substantial than editorial changes or minor reworking, or if the committee is not satisfied with the candidate's presentation and oral defence of the thesis (although

the thesis requires no changes or changes that are minor in substance or of an editorial nature), the oral examination is adjourned to a later date.

8.7 FINANCIAL ASSISTANCE

The Department endeavours to find financial assistance for MA students for the period during which they are enrolled in required courses and for an additional eight months to permit the student to complete the thesis. Additional support may be available in special circumstances. (In recent years, however, funds for assisting MA students have been very limited.) Further information concerning the Department's priorities for awarding financial assistance may be found in Section 13 of this guide.

8.8 ADVANCEMENT FROM THE MA TO THE PhD PROGRAM

8.8.1 Students with the MA Degree

The GSC will not consider recommending admission to the PhD program for a student who obtains the MA degree from this Department unless he or she has obtained an average of at least 3.3 in his or her MA course work and does not have a grade of 2.7 or less in more than two single-semester courses (or equivalent). MA candidates who wish to apply to the PhD program must follow the same application procedures as applicants from other universities.

MA candidates who intend to apply for admission to the PhD program after the completion of the MA degree and who wish to be considered for financial assistance should so inform the Graduate Coordinator prior to January whether they are seeking a January or September admission date. (This is to ensure eligibility for any applicable awards.) A student who intends to apply for admission to the PhD program and who has completed the MA course work, but not the MA thesis, may remain in the MA program and have further course work counted towards the PhD requirements if later admitted as a PhD Candidate. However, after receiving financial assistance for eight months beyond the completion of the required MA course work, the student will receive lowest priority for additional financial assistance if the thesis is not completed.

8.8.2 Students without the MA Degree

A student in the MA program who wishes to transfer into the PhD program must meet the following conditions:

First, he or she must have obtained an average of at least 3.5 in his or her

course work and may not have a grade of 3.0 or less in more than two single-semester courses (or equivalent).

Second, he or she must submit to GSC a sample of his or her written work and arrange for the submission to GSC of three letters of reference that specifically address the issue of the student's suitability for transfer to the PhD program without completion of the MA. Students will be judged by the same criteria as are applied in evaluating applications for admission to the PhD program from external applicants who lack the MA. **NOTE:** Students who are considering this option should confer with the Graduate Coordinator as soon as possible to ensure eligibility for any applicable awards.

9. THE PhD PROGRAM

9.1 ADMISSION

Admission as a PhD Candidate is recommended to FGSR for applicants whose qualifications are judged adequate by the GSC. Normally, completion of an MA degree in philosophy by the requested date of admission is required, but students who have an exceptionally strong record, including a BA (Honours) in Philosophy or equivalent, may apply directly to the PhD program. Students entering the program with an MA are normally expected to complete the degree within 44 months of full-time study. Students entering the PhD program without an MA are normally expected to complete the requirements for the degree within 48 months of entry. The Department recognizes that longer periods of study may be required in some circumstances, such as when a student takes on extra teaching duties, and this recognition is reflected in its regulations governing financial support. (See Section 13 of this guide.)

Students who propose to enter the PhD program without either a BA or an MA in Philosophy will be considered for admission but will normally be required to take additional undergraduate courses. This may result in up to an additional year of study. Such students are not normally eligible for financial assistance until they have completed make-up course work.

9.2 COURSE AND OTHER PROGRAM REQUIREMENTS

(1) Students entering the program with an MA are normally required to take nine single-semester seminar courses at the 500 level during their first 24 months in the program, with at least five of those in the first two terms.

(2) Students entering the program without an MA are normally required to take twelve single-semester courses in their first 20 months, nine of which must be seminar courses at the 500 level.

(3) If no courses are offered in a particular student's area of research interest, one reading course may be substituted for a seminar.

(4) In addition, all PhD students are normally required to audit at least one course each term they are in residence and are taking fewer than three courses for credit. If a student has an exceptional work load during a term, this requirement may be waived for that term at the discretion of the Graduate Coordinator. If a student wishes an audit to be registered on his or her transcript, additional university instructional fees must be paid. Otherwise, the audit will be noted on the student's cv and certified by the Department, as well as credit granted for a Thesis course. The instructor will make the determination whether attendance and participation have been adequate to certify the audit.

(5) Students are advised to audit graduate seminars in their area of specialization until they have completed their theses. Regular attendance at departmental colloquia is expected of all students while they are in residence.

(6) FGSR requires that the particular courses taken by any PhD student be discussed with and approved by the Graduate Coordinator before registration. The Department requires that the courses be discussed with a student's advisor or supervisor and approved at the Annual Meeting. (See Section 4)

(7) The Graduate Coordinator will require any PhD student to take such courses as will ensure some breadth in the student's program of studies, even if that results in the student's having to take more than the minimum number of courses otherwise required.

(8) There is a residency requirement of one year of full-time attendance for the PhD program.

(9) Students are required by the Department to satisfy three PhD Comprehensive Requirements (See Section 9.4), and may be required to satisfy a Language Requirement (See Section 9.3).

(10) Students are required to pass an Oral Candidacy Examination (See Section 9.7), and to write and defend a doctoral thesis (See Sections 9.9 and 9.10).

Further information concerning course requirements may be found in Sections

11 and 12 of this guide.

9.3 LANGUAGE REQUIREMENT

PhD students whose field of research involves primary source material in a language other than English may be required by GSC to satisfy a Language Requirement. For further details, candidates should contact the Graduate Coordinator or consult the University Calendar.

9.4 COMPREHENSIVE REQUIREMENTS

It is stipulated by FGSR that the PhD Oral Candidacy Examination shall test a candidate's knowledge of subjects relevant to his or her general field of research. This Department concentrates that examination on the candidate's proposed research project and its ramifications, and tests the candidate's broader competence in Philosophy by means of Comprehensive Requirements in three fields.

The Department adheres to the principle that the purpose of Comprehensive Requirements is to establish that the candidate has the breadth of background knowledge requisite for teaching senior (i.e. above 100 level) undergraduate courses in the fields. In each field, a judicious combination of depth and breadth is required.

Students who have decided to satisfy a comprehensive requirement in an area are required to discuss with the Chair of the committee for that area their level of preparation. If they have not had a basic undergraduate course in the area, they are urged to audit the appropriate undergraduate level course, and in certain cases they may be required to do so in addition to their course requirements.

Comprehensive Examinations are administered according to the following regulations.

9.4.1 Examination Committees

Comprehensive Examinations in each area will be administered by a standing committee (the Comprehensive Committee) appointed by GSC (with one member designated as Chair). For examining any given student, three members from the Comprehensive Committee (always including the Chair) shall be chosen by the Chair. When needed, either by exigencies of Department staffing or by a student's particular interests, GSC may make substitutions in these standing committees for individual examinations.

9.4.2 Comprehensive Areas

In order to ensure some breadth to the student's studies these areas are divided into four groups and no more than two requirements of the three required may be satisfied by the student in any one group.

A:

Ancient Philosophy

Medieval Philosophy

17th & 18th Century Philosophy

19th & Early 20th Century Philosophy

20th Century Analytic Philosophy

20th Century Continental Philosophy

B:

Logic

Philosophy of Language

Philosophy of Mind

C: Epistemology

Metaphysics

Philosophy of Science

D:

Aesthetics

Ethics

Social and Political Philosophy

Feminist Philosophy

Philosophy of Religion

9.4.3 Methods for Satisfying Comprehensive Requirements

A candidate may satisfy the Comprehensive Requirement in a given field in any of the following ways:

1. The Standard Examination Method [only for Logic Comprehensive]

In this case, a standard three or four hour written examination will be administered, followed by the Oral Examination, which will normally take place within a week. This method is only available for the Logic Comprehensive.

2. Take-Home Examination Method

In this case, a take-home examination (requiring the student to write answers to at least three questions) with a strict two week time limit will be administered, followed by the Oral Examination, which will normally take place within one week.

3. Course Method

A student may be deemed to have passed a Comprehensive Requirement in an area on the basis of past work, usually involving a combination of courses. The minimum requirement is two courses at the 500-level (or the equivalent at other institutions), one of which must be a PHIL course taken in the Department. However, sometimes two courses alone will be sufficiently comprehensive to satisfy the spirit of the requirement. A comprehensive committee may consider other courses from previous degrees, other departments and other universities, including undergraduate courses. Such courses must be passed with a grade of B+ or better (or the equivalent). The committee may also consider courses taught, papers published or presented professionally and active participation in rigorous reading groups. Students should be prepared to submit evidence of the contents of previous work, such as course syllabi, publications, reading lists, etc. To assist students in planning how to satisfy the comprehensive requirements, comprehensive committees will usually designate those courses offered in a particular term that may be accepted in aid of the comprehensive requirement, although since the committees must evaluate how a course fits into the rest of a student's background, such designation does not guarantee acceptance of the course. In all cases, the comprehensive committees must use their judgment that the aims of the requirement, particularly that the student's background is indeed comprehensive, have been satisfied. In very exceptional cases, such as a record of publication in reputable, refereed journals, the committee may waive the requirement of 500-level courses taken in the department.

The course method is limited to two comprehensives. No course may be used for more than one comprehensive by the course method. Rejection of a candidate's course proposal does **not** constitute failure of the comprehensive requirement.

9.4.4 Examination Evaluation

The decision on a particular examination (in the case of the standard examination and take home examination methods) will be either to pass or fail the student. A student will pass if there is not more than one dissenting vote.

A satisfactory performance on **both** parts of the Comprehensive Examination is required for the student to pass unless, in the judgement of the examiners, the student's performance on one part is strong enough to compensate for his or her borderline performance on the other. Consequently, if in the judgment of the examiners, the student's performance on the written part is less than borderline, with one or more of the written answers being a clear failure, the student has failed the Comprehensive Examination and no Oral Examination is conducted.

In the case of the take-home method, if in the judgment of the examiners, the oral performance and at least one written answer are clearly of passing standard and the remaining written answers are borderline, the examiners may ask for some or all of the borderline answers to be resubmitted within two weeks. After receiving this resubmission, the committee reaches a final decision. There is no oral examination on the resubmitted papers. In this special case, the ten week deadline for completion of the examination is extended by two weeks.

9.4.5 Preliminary Meetings

Each candidate is to compile a list of readings and topics reflecting his or her particular interests within an area chosen for examination, and which is compatible with any common list adopted by the Comprehensive Committee. The student submits copies of this list to the chair of the Comprehensive Committee, who then appoints a 3-member committee for examining the student and calls a Preliminary Meeting of that committee with the student. In the case of the course method the student must provide the committee with a syllabus and bibliography for each course to be included. The committee does not normally meet with the student for the course method.

The purpose of the Preliminary Meeting is to set a list of readings and topics for which the candidate is to be responsible. Although the committee will give special consideration to the topics and readings suggested by the student, the examiners are not bound by the student's suggestions; if the examiners believe that there are important topics or readings central to the area chosen by the student that are not included among the student's suggestions, the examiners make changes to the Reading List at the Preliminary Meeting.

9.4.6 Time Limits

The written portion of any Comprehensive Examination must be completed

within ten weeks of the date of the Preliminary Meeting unless illness or other exigencies make it necessary to extend the deadline. Normally, the Oral Examination will be held within ten days of submission of the written material, however, it may be delayed until the committee is available. It is expected that Comprehensive Examinations will be completed within one semester. Failure to complete a Comprehensive Examination within the allotted period constitutes a failure of the examination. (For the Department's expectations as to what point in their programs students should have completed their comprehensive examinations, see Section 13.)

9.4.7 The Oral Examination

Satisfying Comprehensive Requirements by the Take-Home and Standard Examination Methods include an Oral Examination. This is the last component of the Comprehensive Examination, and should occur no later than ten days after the submission of the written portion of the examination (except when delays occur owing to illness, difficulties of scheduling, etc.). Questions at the Oral Examination are not restricted to topics addressed by the student in the preceding part of the examination; a candidate must be able to exhibit knowledge concerning the other readings and topics agreed upon at the Preliminary Meeting, as well as a sufficiently broad knowledge of the field of the Comprehensive, appropriate to teaching a senior undergraduate course.

9.4.8 Failed Examinations

A candidate is permitted at most two failed Comprehensive examinations. A candidate may retake an examination in a particular area. After a third failure in Comprehensive examinations, a candidate will be required to withdraw from the program.

9.5 THESIS SUPERVISORS AND THESIS SUPERVISORY COMMITTEES

Within three months of the completion of all Comprehensive Examinations, a PhD student must submit to the GSC a thesis research proposal including a recommendation for a permanent Thesis Supervisory Committee consisting of a Thesis Supervisor and two other permanent staff members. It is the responsibility of the student to seek a prospective Thesis Supervisor and, with his or her approval, to recommend to GSC the constitution of the student's Thesis Supervisory Committee. The candidate should ensure that the members of the proposed Supervisory Committee are in principle prepared to examine the work proposed.

All Thesis Supervisory Committees must be approved by FGSR. **FGSR requires that Thesis Supervisory Committees have at least one formal meeting each year.**

Regulations concerning the approval of supervisors and committees are the same as those for MA candidates. (See Section 8.3).

9.6 THESIS RESEARCH PROPOSAL

At the same time that he or she submits a proposal for a Thesis Supervisory Committee, a student must submit to GSC for its approval a thesis research proposal that has been approved by the proposed Thesis Supervisor. The thesis research proposal must contain a statement of the topic that the student intends to address, and a list of readings that the student considers centrally relevant to his or her prospective thesis. The research proposal enables GSC to assess whether the student is competent to carry out research during the period of that assistance, and to assess the appropriateness of the proposed Thesis Supervisory Committee.

If the direction or content of a student's thesis research changes significantly from that proposed in the thesis research proposal, the student must submit to GSC a revised thesis research proposal and a new proposal for a Thesis Supervisory Committee. **Students should be aware that the final oral examination may not be permitted to go forward if the thesis topic differs significantly from that in the last approved proposal.** In case of doubt, the student should discuss the matter with the Graduate Coordinator.

9.7 PhD ORAL CANDIDACY EXAMINATION

The Oral Candidacy Examination is to be taken within six months of the completion of the Comprehensive Examinations (excepting any months during which the student does not receive financial assistance) and at least six months before the Final Oral Examination. Before the examination is held the doctoral research project must have been started and should be well defined. Two weeks prior to the examination, the student must provide the Examining Committee with a report describing his or her ongoing research since the approval of the Thesis Proposal, and providing a more detailed overview of the thesis than would normally have been provided in the original proposal; the report should describe refinements to the original proposal and include an updated bibliography.

The examination will be conducted by the Thesis Supervisory Committee plus two additional faculty members, at least one of whom must be from outside the Department. According to FGSR regulations, the student is to demonstrate possession of an adequate knowledge of subject matter relevant to the thesis and of the ability to pursue and complete original research at an advanced level. A student may pass only if there is not more than one dissenting vote.

9.8 ADVANCEMENT TO PhD CANDIDACY

When a candidate has satisfied the Logic Requirement and the Language Requirement (if any) and passed the Comprehensive Examinations and the PhD Oral Candidacy Examination, as well as the GET requirement, the Department will send a notice to the FGSR indicating successful completion of the candidacy and all program requirements save for the thesis.

9.9 THESIS AND FGSR DEADLINES

PhD Candidates must submit a thesis conforming to FGSR regulations. FGSR regulations require that a student's thesis be completed within six years of entry into the PhD program. A student seeking an extension of this deadline must submit a petition to the Graduate Coordinator supported by a letter from his or her Thesis Supervisor. The Graduate Coordinator then decides whether to recommend to FGSR that the student be granted an extension. Students should consult the University Calendar concerning the conditions under which it will consider granting such an extension.

The Philosophy Department recognizes that acceptable thesis lengths may vary considerably, particularly across different subfields of philosophy. However, in most cases, a Ph.D. thesis will fall within 36,000 and 75,000 words (120 and 250 pages at 300 words per page), and should rarely exceed 90,000 words (300 pages), exclusive of notes, bibliography, appendices and other supplementary materials.

9.10 FINAL ORAL EXAMINATION

The Final Oral Examination will be conducted by the Supervisory Committee plus at least two other examiners, at least one of whom shall be from this university but from outside the Department, and at least one of whom (the "external examiner") shall be a recognized authority in the special field of research and from outside this university. The two additional examiners are recommended by the Supervisor in consultation with

the candidate and his or her Supervisory Committee and are subject to the approval of the Graduate Coordinator and FGSR. (FGSR has a number of regulations which may disallow the selection of external examiners who have a past or current relationship (such as research collaboration) with either candidates or their supervisors. In cases in which there is any doubt about the eligibility of an external examiner the Graduate Coordinator, and, if necessary, the Associate Dean of FGSR should be consulted.) The examining committee will be chaired by a Department member who is not an examiner. The Chair will ensure that all applicable FGSR and Department regulations are respected, and that the rights of the candidate and the examiners are safe-guarded.

In order for the examination to be held, each Supervisory Committee member must declare in writing to the supervisor that the thesis is of adequate substance to proceed to the final oral examination.

A member of the committee may vote to pass the student only if in his or her opinion the thesis is acceptable as submitted or if it requires changes that are minor in substance or of an editorial nature (spelling, grammar, punctuation, etc.). A student may pass only if there is not more than one dissenting vote and the external examiner votes to pass the thesis. If the thesis requires revisions that are more substantial than editorial changes or minor reworking, or if the committee is not satisfied with the candidate's presentation and oral defence of the thesis (although the thesis requires no changes or changes that are minor in substance or of an editorial nature), the oral examination is adjourned to a later date.

10. PART TIME REGISTRATION AND LEAVES OF ABSENCE

10.1 PART-TIME STUDENTS

Graduate students may register as part-time students. For the PhD, however, they must meet the Department's requirement of one year in *full-time* residence, (an academic year being defined by FGSR as the eight-month period from September through April). Changes or exceptions to the departmental residence requirement must be submitted to the Dean, FGSR for approval. **Students who are admitted to the MA or PhD program and who initially register as full-time students in these programs must register full-time for the remainder of their program.** The Department may be able to provide financial assistance for part-time students in some circumstances.

10.2 TEMPORARY ABSENCES FROM THE PROGRAM

Any graduate student who wishes to return to the program or to submit a thesis after a temporary absence may find it advantageous to maintain at least part-time registration during the period of absence. Failure to do so will necessitate readmission to the program and the payment of a readmission fee. Students should consult the University Calendar to determine the best plan for their particular circumstances. **Students who are receiving support must consult with the Graduate Coordinator before taking a temporary absence; deferral of support may be possible, but should not be presumed.**

11. COURSE REGISTRATION

Students must consult with their advisors and the Graduate Coordinator before registration. They must also obtain the consent of the instructors of all graduate courses in which they propose to register. Students are expected to familiarize themselves with the deadlines for course changes as stated in the Academic Schedule in the University Calendar.

12. COURSE GRADES

In any course taken for credit a grade of 2.7 is the lowest passing grade. Any graduate student who fails two or more single-semester courses will be required to withdraw from the program.

Under normal circumstances, a student will only be allowed grades of "incomplete" for classes other than Thesis Research courses (numbered 9xx) when facing illness or similar emergency circumstances. Unless those circumstances are ongoing, a student taking an "incomplete" will be allowed a maximum of one month to complete the requirements for the course. Students should be aware that outstanding grades of "incomplete" may affect their ranking in fellowship competitions and may be regarded as failure to make satisfactory progress. A student should have completed all courses by May 1 in order to take up an intersession assistantship.

13. FINANCIAL ASSISTANCE

13.1 INTRODUCTION

There is a variety of sources of government, university and departmental support that are offered on a competitive basis. Such support is normally eligible only to full-time students. PhD applicants are automatically considered for nomination for University of Alberta PhD Scholarships. Other awards (University of Alberta General Awards for MA and PhD students, and SSHRC MA and Doctoral Fellowships) require special applications. **All students are required to apply for those awards for which they are eligible before they can be considered for departmental support and their continued support may be jeopardized by failure to apply for awards for which they may be eligible.** Students will not be penalized financially for accepting an award in lieu of departmental support. Students will be reminded each year of relevant deadlines for awards. However, it is the student's responsibility to initiate such applications in consultation with the Graduate Coordinator.

Important deadlines include:

October 1: Departmental deadline for review of draft SSHRC proposals.

January 7: Deadline for receipt of completed applications for University of Alberta General Awards both from external applicants and current students.

January 31: Deadline for receipt of completed applications for those who wish to be guaranteed consideration for admission.

February 1: Deadline for forwarding of nominees for General Awards to FGSR.

13.2 GRADUATE ASSISTANTSHIPS

Graduate assistantships are normally awarded by the Department only to full-time students. New applicants and continuing students are automatically considered for graduate assistantships. Graduate assistantships are awarded on the basis of a candidate's **academic** qualifications.

A Graduate Assistant's duties amount to an average of no more than twelve hours per week. Students should be aware that departmental support through assistantships can be withdrawn if other employment is judged to have interfered with satisfactory progress.

There are two types of graduate assistantships. Graduate teaching assistants assist with a course being offered by a faculty member or teach a course independently as the principal instructor. Assisting with a course usually involves leading discussion groups, the grading of assignments, and sometimes some lecturing. Graduate research assistants are assigned research duties by the Graduate Coordinator. These duties involve either independent research by the student or collaborative research with a professor.

No MA candidate may hold an assistantship for more than one year after the completion of required course work. A PhD candidate may not normally hold an assistantship for more than two years after the completion of the Oral Candidacy Examination, except when the program is interrupted by extra duties (See Section 13.3.)

13.2.1 Intersession Assistantships

An Intersession Assistantship may be awarded to a full-time student in a degree program to aid academic projects relevant to the student's program during the period May 1 to August 31. **In order to take up such an assistantship on May 1, a student must have completed all current courses by that date.**

The following conditions apply to Intersession Assistantships:

(1) Recipients of a full four month Intersession Assistantship may be allowed two weeks of vacation but otherwise must be working full time on their approved program or their assigned duties.

(2) A written request for an Intersession Assistantship must be submitted by February 15 to the Graduate Coordinator and be accompanied by a brief written outline of the work proposed for the intersession period in question.

(3) Qualifying Year Students are not eligible for Intersession Assistantships.

(4) Students who are on twelve month awards beginning the previous September are not eligible for Intersession Assistantships.

(5) MA students who enter the program in January, or who have been required to take more than six courses, or who have not completed at least five of their six

required courses are not normally eligible for an Intersession Assistantship in the first year of their program.

13.2.2 Guidelines for Normal Progression through Degree Requirements

Renewal of an assistantship from year to year depends on the availability to the Department of necessary funds and on satisfactory academic progress. What constitutes satisfactory progress is discussed in much more detail in Section 13.3, but the tables on the following pages serve as guidelines for satisfactory progression through the degree requirements. As noted in Section 13.3, there are circumstances under which a slower progression through the requirements may be deemed satisfactory.

MA students required to take six courses and to whom the Department has committed to provide financial assistance for 16 months, will normally follow one of these models:

Year 1	MA students opting for Intersession assistance	MA students foregoing Intersession assistance
Fall	3 courses	3 courses
Winter	2-3 courses	2-3 courses
Summer	Thesis	N/A
Year 2		
Fall	Remaining course (if any) Thesis and Defence	Remaining course (if any) Thesis
Spring	N/A	Thesis and Defence

Students who are required to take more than six courses or who enter the program in January should consult with the Graduate Coordinator concerning expectations for satisfactory progression through the degree requirements.

PhD students will normally follow one of these models:

PhD Students (with MA)		PhD Students (without MA)
Year 1		
Fall	3 courses	3 courses
Winter	3 courses	3 courses
Summer	1 st Comprehensive	1 st Comprehensive
Year 2		
Fall	2 nd Comprehensive and 2-3 courses	3 courses
Winter	3 rd Comprehensive and remaining courses (if any)	remaining 3 courses
Summer	Thesis proposal; preparing for Candidacy Exam	2 nd Comprehensive
Year 3		
Fall	Candidacy Exam Thesis	3 rd Comprehensive Thesis proposal
Winter	Thesis	Candidacy Exam
Summer	Thesis	Thesis
Year 4		
Fall	Thesis	Thesis
Winter	Thesis and Defence	Thesis
Summer	N/A	Thesis and Defence

Students who are required to take extra courses or who enter the program in January should consult with the Graduate Coordinator concerning expectations for satisfactory progression through the degree requirements.

13.3 DEPARTMENTAL REQUIREMENTS FOR RENEWAL OF ASSISTANTSHIPS

Renewal of financial support is contingent on satisfactory progress towards the degree and the availability to the Department of the necessary funds. Students whose performance fails to meet expectations may find themselves subject to review by GSC and loss of departmental financial support. The following regulations set out the Departmental requirements for renewal of assistantships.

These regulations govern all graduate students:

(1) Students are considered to be supported for a term just in case they receive financial support roughly equivalent to the amount they would receive from an assistantship from any granting source officially in the business of supporting graduate students. Included sources are SSHRC, the Province of Alberta, the University of Alberta, and the Department. If a student is supported, but not to the extent equivalent to an assistantship, the time he or she is considered to be on support will be reduced proportionally. Students who support themselves by employment other than an assistantship, or through bursaries or personal savings are not deemed to be supported.

(2) Students who are eligible for renewal of an assistantship and who have taken at least four graduate courses at the University of Alberta in their previous two terms will normally not be considered to be making satisfactory academic progress if their grade average for those two terms is less than 3.5.

(3) Students may opt to support themselves by taking on teaching duties during the intersession, for the Faculty of Extension, or at other colleges and universities, while foregoing their scheduled assistantships in the Department. Normally relevant deadlines for completing program requirements (see below) will be extended accordingly and assistantships may be deferred accordingly. **However, it is essential that students consult with and provide as much advance notice as possible to the Graduate Coordinator as deferring of assistantships may, in rare circumstances, not be possible given the Department's future commitments.**

(4) Any student on financial support from fellowships, scholarships or assistantships should discuss in advance with his or her supervisor any plans to engage in extra employment. Also the Graduate Coordinator should be notified. Students should be aware that Department support through assistantships can be withdrawn if outside employment is judged to interfere with academic progress. Further, the Department is usually asked by outside funding agencies to verify that the student has

limited outside employment in accordance with certain regulations. The Department may withhold such confirmation if it judges the regulations are being violated.

(5) The Department reserves the right to terminate, or not to renew, an assistantship at any time in a student's program if a student is found to violate the Code of Student Conduct by committing an academic or a non-academic offence. (See www.uofaweb.ualberta.ca/secretariat/studentappeals.cfm for a current version of the Code.) In accordance with the definition of plagiarism, no student shall submit the words, ideas, images, or data of another person as the student's own in any academic writing, essay, thesis or thesis proposal, research report, project, assignment or examination, including comprehensive and candidacy examinations, and preliminary drafts of work submitted for discussion and criticism as well as final versions of work submitted for evaluation.

These regulations govern MA students:

(6) The Department is committed to support for 16 months any MA student to whom a financial commitment has been made. Students required to take six courses must complete five in their first two terms (not including the intersession).

(7) The Department is committed to providing a maximum of 12 months support to any MA student engaged in the preparation of a thesis. In any case, total support will not exceed 16 months.

These regulations govern PhD students:

(8) The Department is committed to support for 44 months any PhD student who enters the program with an MA and to whom a financial commitment has been. For students who entered without the MA, the commitment is for 48 months. There is no further commitment on the Department's part.

(9) PhD students who entered the program with an MA and who are eligible for renewal of an assistantship are normally expected to have completed all the requirements for candidacy, excepting their thesis proposals, (i.e. course requirements, three comprehensive examinations, the logic requirement, and any foreign language competency test) within 20 months of entry into the program. For PhD students who entered the program without an MA, completion of these requirements is normally expected within 24 months. If a student fails to meet the appropriate requirement within four months of the specified period, his or her performance will be reviewed by GSC; support may be suspended until the requirements are met or may be withdrawn entirely. Allowance will be made for students who have been required to take or teach extra

courses, and allowances may be made for failed comprehensive examinations for students whose progress has otherwise been clearly satisfactory. Delays due to difficulties of scheduling will not count against the student.

(10) A PhD student who entered the program with an MA and has not passed the candidacy examination within 28 months will be denied further Departmental support until the candidacy examination is passed. A PhD student who entered the program without an MA and has not passed the candidacy examination within 32 months will be denied further Departmental support until the candidacy examination is passed. Allowance will be made for students who have been required to take or teach extra courses, and allowances may be made for failed comprehensive examinations for students whose progress has otherwise been clearly satisfactory. Delays due to difficulties of scheduling will not count against the student.

(11) If a PhD student is asked to teach a course for one term prior to candidacy, this is counted as a term on financial support. If a student teaches more than one term before candidacy, only one of these terms is counted as a term on financial support. The Department will try to keep to a minimum requests for students to teach before candidacy. Terms in which the student teaches in this Department after candidacy are counted as terms on support. In order to allow for supplementation of income in special circumstances, a student who is making good progress may be permitted to teach one course as a sessional instructor while performing full-time assistantship duties. In such cases, the term will count as a term on support. Students should be aware that if progress appears to be impaired by such duties, FGSR is unlikely to consider the extra duties as grounds for an extension.

14. APPEALS

Procedures for appeals of certain decisions on individual cases exist within the University. Details are available from the University Calendar or the Chair of the Department. Procedures also exist for appeals of decisions on individual cases based on the Department's internal regulations. Details are available from the Chair of the Department or the Graduate Coordinator.

15. GRADING SCALE

In September 2003, the University of Alberta changed from a 9-point grading scale to a 4-point grading scale. For the GPA regulations outlined in this guide, course

work evaluated on the 9-point scale will be converted to the 4-point scale. The scale for conversion will be that approved by the Office of the Registrar.