

**Departmental Probation Plan  
Philosophy  
(covering the graduate programs in both philosophy and PNP)**

[This document was revised in the light of comments from the department's faculty and graduate students, was submitted for consideration by the Policies and Services Committee of the Graduate Council, and then revised in the response to comments from that Committee. It was approved by the Graduate School and the Policies & Services Committee of the Graduate Council 12/12/2014. It was updated in September 2017 to reflect the new MTE policy.]

This plan is intended to supplement the Graduate School's Policy on Probation and Dismissal for Academic Reasons, which is available at this link:

<http://graduateschool.wustl.edu/policy-probation-and-dismissal-academic-reasons>

**1. How to avoid being put on probation**

Students must progress through the program, completing requirements such as courses, qualifying papers and other milestones, at at least the required level and required rate. These requirements are listed on the program websites:

<http://philosophy.artsci.wustl.edu/graduate/program-requirements>

<http://pnp.artsci.wustl.edu/graduate/requirements>

In particular:

- in the first year students are required to complete 24 units of courses
- in subsequent years students are required to complete 9 units of courses per semester, until they reach the 72 research units required by the graduate school.
- the minimum required course grade is a B-
- students in both programs are required to submit their qualifying papers on time, and to have passed the relevant QP requirements by the time of the Graduate Evaluation meeting in the spring

Failure to complete requirements on time or at the required standard is grounds for placing a student on probation.

**2. The department places a high value on the quality of performance in MTE pairings and on professional conduct generally**

MTE requirements are sent by the Mentor, but typically MTEs should:

- attend class and do the assigned reading
- communicate clearly, professionally and respectfully with the course instructor, with other MTEs and with their students
- grade conscientiously and fairly, and within a timeframe agreed with the course instructor
- complete other MTEing duties agreed with the course instructor

If the instructor for a course notices that a graduate student is failing to complete MTEing requirements, they should communicate this directly to the student in writing. They should clearly state what the problems are, and what changes they expect to see.

If the problematic conduct continues after this written communication, it may be grounds for placing the student on probation.

Other professional activities that graduate students may take part in, such as organizing talks or conferences, introducing speakers, running reading groups etc. should also be done in a way that shows respect for others.

If a faculty member becomes concerned about the conduct of any graduate student they should email the student in question, clearly identify the problem and specify the changes that are needed.

If unprofessional conduct in professional duties is serious, or frequent, and not resolved after the faculty member has emailed the graduate student to specify the problems and the required changes, then it can be grounds for probation.

### **3. Standard procedure for putting a student on probation:**

The progress of each graduate student in philosophy and PNP is reviewed annually at a meeting of the philosophy and PNP faculty in the spring semester (usually in early March.) If there are grounds for putting a student on probation, probation will be proposed and voted on at this meeting. If a majority of the faculty at the meeting agree, the student will be put on probation. The DGS will send a letter to the student, informing him or her of the probation and its terms. These will include a list of things that need to be done for the student to get off probation, and a deadline for these things to be accomplished by. Common deadlines are the first day of classes for the next academic year (about 5 months), and the date of the subsequent year's graduate evaluation meeting (about 12 months). The student will be informed that if they fail to meet the terms of their probation by the deadline, they may be dismissed from the program. A copy of this letter should be sent to the Dean of the Graduate School.

Normally, no probationary period will be shorter than 3 months.  
No student will be put on probation without a vote from the faculty.

Such a vote would normally take place at the annual philosophy and PNP graduate student review meeting in March, but where necessary it could be done during another faculty meeting, including one called for that purpose.

**4. Standard procedure for taking a student off probation:**

The student will automatically be removed from probation when they complete the requirements detailed in their probation letter by the deadline specified in that letter. They can also be removed from probation at a departmental meeting, if the majority of the faculty at the meeting agree to this.

If the student is no longer on probation at the time of the annual evaluation meeting, their annual letter from the DGS will reflect this.

**5. Consequences of being on probation:**

If the student does not meet the terms of their probation within the time specified, the faculty will then take a vote on whether to dismiss the student from the program.

The department will not recommend students who are on probation for summer funding from the graduate school.