CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ARTS AND LETTERS

DEPARTMENT OF PHILOSOPHY

MA ADVISEMENT INFORMATION, POLICIES, AND PROCEDURES

Mission Statement: The Department of Philosophy is committed to providing MA Philosophy students with accurate, up-to-date information about their MA-specific degree requirements in order for them to become active participants in determining their own success at the university. By providing students with information about the curriculum—including the requirements for MA exams and MA theses—the Philosophy faculty seeks to empower students to become self-directed advocates in determining their own future goals and establishing academic paths that help them achieve their full potential.

MA Advisement
Location: Engineering and Technology, A-432
Phone: Dept. Phone (323) 342-4180. To meet with an advisor see below.

Philosophy students should contact an MA philosophy advisor when they need to discuss the following:

1. Their official MA Course Program and changes to their Program.
2. Decisions regarding whether to choose the thesis or exam option.
3. Submitting a graduation application (see Graduation Applications below).
4. Following up on a graduation application.
5. Ph.D. plans and other long-term goals.

Scheduling an Appointment: Students must sign up for an advisement appointment by attending a MA advisor's office hours or by setting up an appointment via email or phone. MA advisors' names, phone numbers, email addresses, and office hours are listed on the Philosophy Department website. The student should make a note of the following items when signing up for an appointment:

- The name of the advisor with whom they have made an appointment.
- The office number of the advisor.
- The date and time of the appointment.

Cancellations: Students who wish to cancel an appointment should let their advisor know as soon as possible.

Graduation Applications must be submitted to the Philosophy department one quarter before the final requirements are completed for the degree. Students should meet with an advisor regularly to plan the right time to submit a graduation application. When applying to graduate, students should pick up forms for the graduation application at the Administration building (room 146) and bring them to an advisement appointment. Deadlines for submitting a graduation application are published in the *Schedule of Classes* each quarter.

Expectations of Students. It is important for students to understand that they must take an active role in advisement. Students are responsible for making and following through on their own decisions. As such, they are expected to do the following in relation to the advisement process:

1. Familiarize themselves with all degree requirements, including those for the thesis option and the exam option *before* their first advisement meeting.
2. Meet regularly (at least once a year) with the appropriate advisor(s).
3. Come to advisement sessions with a written and prioritized list of questions and issues to discuss with the faculty advisor.
4. Check their CSULA email account regularly. This is the official means of communication used by the University.
5. Check the *Schedule of Classes* well before each quarter begins and note all relevant deadlines such as the fee payment deadline, the drop deadline, etc.
6. Maintain accurate and complete records of all advisement-related materials.

Expectations of Advisors: Advisors in the Philosophy Department are expected to do the following in their advisement sessions with students:

1. Help students develop an academic plan for the MA Course Program that takes into account (as appropriate) the thesis option and exam option.
2. Review the students' grades and selection of classes.
3. Provide students with relevant information about University requirements, policies, and procedures, and refer students to appropriate campus resources as needed. Of particular note is the rule that students must fill out and submit a course substitution form to change their MA Course Program if they take a course that is not on the Major Course Program. This substitution form must be completed before the end of the quarter in which the new course is taken.
4. Maintain accurate and complete advising records for the department and the University (including updating records on GET).
5. Enforce all university rules and requirements when reviewing student requests.
6. Help students plan appropriate steps to correct any academic difficulties.
7. Help students plan for Ph.D. programs and post-graduate careers as appropriate.

Expected Student Learning Outcomes:

1. Students will understand their personal responsibility for their own academic, personal, and professional success.
2. Students will have an awareness of how to utilize the necessary information, resources, and available options to make sound educational and lifelong decisions.
3. Students will understand what they need to do to achieve their desired goals.