

Rackham Graduate School Academic Policies

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Preface

Rackham Graduate School Academic Policies contains the policies and regulations that the Rackham Executive Board has established to ensure consistent standards in admissions, registration, degree requirements, and the awarding of degrees across all Rackham graduate programs.

Responsibilities for graduate programs are shared with the schools, colleges, and departments. These units have requirements and rules specific to their graduate programs. Students are expected to be familiar with all academic regulations and rules. This guide also provides links to policies and regulations on academic, scholarly and personal conduct.

The authoritative version of Rackham Graduate School Academic Policies is updated annually and published online. It will also be available in printed form. In the event of any discrepancy, the version published on the Rackham website is the authoritative version. Each new edition is archived.

This edition of Rackham Graduate School Academic Policies was written by Assistant Dean John Godfrey, with help from staff members of the Rackham Graduate School. Comments or suggestions are welcome. Students, faculty and staff may send comments to Rackham.policies@umich.edu.

Fundamental Tenets of Membership in the University Community

The University of Michigan is a community devoted to learning. Members of our community advance, preserve, and transmit knowledge through study, teaching, artistic expression, research, and scholarship. As a public university, we have a special obligation to serve the public interest.

All who join the University community gain important rights and privileges and accept equally important responsibilities. We believe in free expression, free inquiry, intellectual honesty, and respect for the rights and dignity of others. We respect the autonomy of each person's conscience in matters of conviction, religious faith, and political belief. We affirm the importance of maintaining high standards of academic and professional integrity. In defining the rights we enjoy and the responsibilities we bear, we must keep those basic principles in mind.

All members of the University have civil rights guaranteed by the Bill of Rights. Because the search for knowledge is our most fundamental purpose, the University has an especially strong commitment to preserve and protect freedom of thought and expression. Reasoned dissent plays a vital role in the search for truth; and academic freedom, including the right to express unpopular views, is a cherished tradition of universities everywhere.

All members of the University have the right to express their own views and hear the views of others expressed, but they must also take responsibility for according the same rights to others. We seek a University whose members may express themselves vigorously while protecting and respecting the rights of others to learn, to do research, and to carry out the essential functions of the University free from interference or obstruction.

Adopted by the Senate Assembly, June 18, 1990

1. Admission and Matriculation

The Rackham Graduate School administers applications for graduate and graduate/professional degrees in more than 190 master's and doctoral programs. The application and information about procedures, requirements, fees, deadlines, and links to descriptions and requirements of individual graduate programs, are available online (http://www.rackham.umich.edu/admissions/prospective_students_degree). Persons seeking a professional degree not offered by Rackham but by another school or college of the University should contact the appropriate admissions office.

Persons holding master's or doctoral degrees are usually not eligible to apply for study in the field of specialization and level for which they already have a degree. Admission to a master's program in the same field may be allowed if the previous master's program was not accredited. Those enrolled in a master's program who wish to apply to a second master's program in a new field must comply with regulations for dual degree programs (*section 7.2*).

A scholar who has been awarded one doctorate may apply to the Graduate School for a second doctoral program. The second doctorate must be in a new field or for a different doctoral degree in the same field. Such a request requires the recommendation of the chair and faculty in the second doctoral program. Students may not, under normal circumstances, enroll in two doctoral programs simultaneously. Those seeking an exception must submit a "Petition for Modification or Waiver of Regulation" to the Dean of Rackham with a letter of explanation for the request. A student who has been permanently dismissed from an academic program of the Rackham Graduate School because of academic or professional misconduct, or who has withdrawn voluntarily rather than participate in an investigation of allegations of academic or professional misconduct, may not apply to or enroll in any other Rackham program for five years from the date of dismissal or for the period specified in the letter of dismissal.

1.1 Admission Status

Regular admission is granted to applicants who satisfy all admission requirements of the Graduate School and who have been recommended for admission by the program to which they have applied. The Graduate School must receive an official transcript (i.e., one bearing the official seal of the school and the Registrar's signature) indicating award of the bachelor's degree or equivalent for a student to have regular admission status.

Conditional admission may be granted to applicants who do not satisfy all admission requirements of the Graduate School. An applicant granted conditional admission must fulfill one or more of the following requirements before any degree milestone (i.e., taking preliminary or qualifying exams, advancing to candidacy, or receiving the degree) will be recorded in the official academic record or any transfer credit will be accepted:

- A student who has finished an undergraduate degree or has been admitted before completing the requirements for a bachelor's degree must submit to Rackham Admissions a final official transcript or other official certificate indicating satisfactory completion of all coursework and the title of the degree and date of its conferral. An applicant with a University of Michigan undergraduate degree does not need to provide a transcript.

- An admitting graduate program may require a student to complete a prescribed set of courses with stated minimum grades within a specified number of terms, or to maintain a stated minimum grade average for a specified number of credit hours or prescribed courses. When these conditions are fulfilled, the student must check with the program to be sure that these are recorded.

Non-Candidate for Degree (NCFD) is an admission status granted to qualified applicants who want to take courses for graduate credit but who do not want to pursue a degree. Professionals, for instance, may seek to continue their development; students in good standing in another graduate school may want to take a graduate course at Michigan; and others may want to increase their knowledge or test their capabilities in a graduate setting.

Applicants for NCFD status may either select a specific department or program, or apply to be admitted to the Graduate School more generally (*section 3.9*). NCFD students admitted to a department or program are limited to no more than two terms of enrollment. NCFD students admitted to the Graduate School may elect no more than two courses, and may continue for an additional term only upon successful completion of their courses and with permission from Rackham. Requirements and application forms are available online (<http://www.rackham.umich.edu/policies/forms/>).

Persons who have been dismissed from a Rackham program for reasons of academic or professional integrity are ineligible for admission to NCFD status for five years from the date of dismissal or for the period specified in the letter of dismissal.

The Rackham application fee is non-refundable and subject to change.

2. Tuition and Fees

The Regents of the University determine tuition and fees, which are subject to change without notice. Information about average student expenses is available from the Office of Financial Aid (<http://www.finaid.umich.edu/Guides/gradStudents.asp>). For programs that require an enrollment deposit (Ann Arbor programs), the deposit is applied to tuition for the term to which the student is admitted and is not refundable. Mandatory fees are for Registration, Michigan Student Assembly (MSA), Student Legal Services, and Rackham Student Government. Students are responsible for paying University fees unless they receive a financial aid award that covers them.

The Registrar provides an annual schedule for the Ann Arbor campus which lists tuition and fees for each school and college with Rackham degree programs (<http://www.umich.edu/~regoff>). Tuition is based on the number of credits a student elects during a term and on the student's residency status. A tuition reduction of 50 percent, exclusive of fees, is available to qualified students age 65 or older. Students eligible for reduced charges should contact the Registrar. Tuition and fees are different at the Dearborn and Flint campuses. Please consult these campuses for further information.

Residency Regulations and Tuition. The University has a tuition structure with different rates for Michigan residents and students from out-of-state. To be eligible for resident classification,

a student must demonstrate compliance with the University's Residency Classification Guidelines (<http://www.umich.edu/~regoff>). The Residency Guidelines are independent of those used by state authorities to determine residency for purposes such as tax liability, driving, voting, etc. Students are responsible for applying for admission and registering under the correct University residency classification. Those who believe they are eligible to be classified as Michigan residents should consult the Registrar for the circumstances under which they need to file a Michigan residency application. Such persons include those who have lived or worked outside the state within three years of application.

University Assistantships. Depending on the appointment fraction, Graduate Student Instructors (GSIs) and Graduate Student Staff Assistants (GSSAs) receive tuition grants under the terms of the University's collective bargaining agreement with the Graduate Employees Organization (GEO). Graduate Student Research Assistants (GSRAs) with appropriate appointments receive tuition grants according to University policy. For information, contact the Office of Academic Human Resources (<http://www.hr.umich.edu/acadhr/grads/index.html>).

Indebtedness to the University. Students must pay all accounts due the University in accordance with regulations established by the Executive Vice-President and Chief Financial Officer of the University. Students failing in their financial obligations to the University will have a hold credit placed on their account that may prevent them from registering or receiving transcripts or diplomas.

2.1 Required Fee Totals for the Doctor of Musical Arts (D.M.A.) Degree

The Required Fee Total (RFT) designates the number of fee hours (or credit hours) for which tuition has been paid that a Doctor of Musical Arts (D.M.A.) student accumulates (within certain conditions) during the degree program. Precandidate tuition is not charged for more than 9 credit hours per full term (5 for a half term or up to 9 for a combined spring/summer term). Students who enroll for more than 9 credit hours in a full term (including the spring/summer term) are assessed tuition for a maximum of 9 credit hours and earn 9 fee hours. For example, a precandidate enrolled for 9 or more credit hours in a full term earns a maximum of 9 fee hours per semester. A candidate enrolled for at least 8 credit hours earns a maximum of 8 fee hours. A candidate who pays for an additional course earns corresponding fee hours.

D.M.A. students must accumulate at least 36 fee hours to be recommended for candidacy and a total of 68 fee hours to receive the doctorate. If a student has earned a master's degree from an accredited institution that the School of Music, Theatre & Dance deems relevant to the D.M.A., the RFT may be reduced to 18 fee hours to be recommended for candidacy, and 50 fee hours to receive the doctorate. A student requesting credit for a non-Rackham master's must contact the program. This request does not guarantee approval by the School of Music, Theatre & Dance or the Graduate School.

Courses taken outside the University that may be used to satisfy the cognate requirement for the doctorate (*section 5.2*) and courses elected during candidacy that are taken without tuition charges (*section 5.4.2.1*) will not be counted toward the RFT.

Occasionally a student will lack a few fee hours needed to advance to candidacy or to receive the degree. With the exception of the 18 credit hours required to be recommended for candidacy, students may elect to not enroll for the missing fee hours but to pay for these at the student's current appropriate tuition rate per credit hour.

3. Registration

A student's registration status may change during the course of graduate study and include full-time, part-time and approved periods of non-enrollment. Eligibility for certain registration statuses depends on the student's program (i.e., Ph.D., D.M.A., master's, certificate) and each registration status has different requirements. During approved periods of non-enrollment, students will not have the same access to University services as those available to registered students, such as courses, consultation with faculty, access to laboratories and other campus research facilities, computing services, University Library privileges, financial aid, University Health Services, and recreational sports memberships.

A student who registers on or after the first day of classes (not including course adds, drops, or changes to an initial registration) will be charged a late registration fee. For information on the registration process, consult the Registrar's Office Website (<http://www.umich.edu/~regoff>).

3.1 Full-Time Study

Full-time study within the Graduate School is defined as 8 credit hours of course enrollment per term, or 4 credit hours per half term. Some graduate programs or other University policies may have other minimum credit hour requirements for a student to be considered full-time. Graduate students may be required to be enrolled full-time to be eligible for certain University services and to meet the certification requirements of outside agencies, such as the Veterans Administration and US Citizenship and Immigration Services. Ph.D. students should see *section 3.2*.

Decisions related to enrollment eligibility are the shared responsibility of the graduate programs and the Graduate School. A student who has fulfilled all degree requirements may be prohibited from enrolling.

Note for International Students

US Citizenship and Immigration Services requires that a student who holds a J-1 or F-1 visa be registered full-time in the fall and winter terms to maintain his or her visa status. For this purpose, the Graduate School defines full-time study for international students as follows:

- Master's, doctoral precandidates, and NCFD students must be registered for a minimum of 8 credit hours each fall and winter term.
- Students holding graduate assistantships with appointments of 0.25 or greater must be registered for at least 6 credit hours each fall and winter term.

- Ph.D. and Doctor of Musical Arts (D.M.A.) candidates must be making satisfactory progress towards completion of their degree, and candidates for the Ph.D. are required to be registered in the fall and winter terms.
- Special note for Doctor of Musical Arts students. Immigration regulations require international students to register even after completing coursework. As described below, international students who are master's students or candidates in D.M.A. degree programs and who are not registered for coursework may comply with this visa requirement by applying for detached study (*section 3.3.1*) or dissertation/research writing (*section 3.3.2*).

International students who wish to be registered less than full-time must obtain permission in advance from the International Center or risk compromising their status with U.S. Citizenship and Immigration Services.

3.2 Registration and Enrollment for Ph.D. Programs

Students in Ph.D. programs must be registered for each fall and winter term until final completion of all degree requirements unless they have received an authorized leave of absence (*section 3.2.2*) or have been approved for extramural study (below). Students enrolled in the fall and winter terms have 12-month privileges and are entitled to services during the spring and summer half terms whether or not they are registered. Students in Ph.D. programs are only required to register for the spring or summer half terms to enroll in or audit a course (*section 4.3*) or to take preliminary exams. Students must register for the full spring/summer term if they are conducting the oral defense of the dissertation and/or finalizing all degree requirements (*section 5.4.8*). U.S. student visa regulations require international students to be registered full-time no later than the end of the third week of classes during the fall and winter terms. The International Center should be consulted about any questions concerning immigration status.

Other University policies may have additional registration requirements. Some governmental agencies such as the Veterans Administration and the Department of Homeland Security may also have specific registration requirements. In general, full-time study is defined as 8 credit hours of course enrollment per term, or 4 credit hours per half term. Certain graduate programs may have other minimum credit hour requirements for a student to be considered full-time. Pre-candidates preparing for qualifying exams may be enrolled in 990, "Dissertation/precandidate," for the number of credit hours that reflect their effort. Candidates will be registered for 995, "Dissertation/candidate," which consists of 8 credit hours for a full term.

Students in more than one U-M graduate degree program (*section 7*) fulfill registration requirements when they are registered in one of the programs on the Ann Arbor campus.

Candidacy course registration. Candidates who register for a course in addition to 995 should seek prior approval from their faculty advisors. Candidates may elect one such course per term in addition to 995. A student who does not elect a course in addition to 995 during a term may elect two courses the next term; no more than one course may be deferred in this manner (an additional course may not be taken in anticipation of taking none in a future term).

3.2.1 Extramural Study Status for Ph.D. Students

A student who enrolls at another institution to pursue study relevant to the Ph.D. for a period that overlaps substantially with a University fall or winter term may be eligible for extramural study status (extramural study is not an appropriate status for a student who is engaged in fieldwork or archival research, or who has an internship but is not enrolled in a formal course of study at another institution).

A student may seek approval for extramural study status and will be considered to meet the registration requirement if:

- the graduate chair in the student's program has approved the course of study as directly relevant to the student's ability to complete the Ph.D.;
- tuition or fees are being paid to the other institution;
- the course of study is seven weeks or longer during a fall or winter term, but no more than six full terms; and
- the student is in good academic standing after having completed at least one fall or winter term of study.

A student may pursue extramural study more than once, but for no more than a cumulative total of six full terms over the graduate career.

The student must seek authorization in advance from Rackham OARD for extramural study status, providing documentation confirming acceptance to the course of study and assessment of tuition or fees. If a student intends or needs to pursue study at another institution for longer than six full terms, the student would withdraw and seek reinstatement when ready to return. A student not authorized by Rackham OARD for extramural study status and not registered for the term or on a leave of absence will be considered to have withdrawn and will be discontinued from the program.

U.S. visa regulations may constrain extramural study options for international students. International students considering extramural study must consult with the International Center. A student on academic probation is not eligible for extramural study status.

3.2.2 Leaves of Absence for Ph.D. Students

Events may occur that make it necessary for a student pursuing a Ph.D. to interrupt his or her progress toward a degree. Since students in Ph.D. programs are required to be continuously enrolled, they may ask for a temporary leave of absence when certain life events make impossible continued active participation in the degree program. A leave of absence enables a student to not register during a fall or winter term and remain in compliance with the continuous enrollment requirement. A leave will be granted to students for illness or injury, to provide care or assistance for family and dependents, to meet military service obligations, or for other personal reasons.

A student on a Rackham-approved leave of absence suspends progress toward the Ph.D. degree for a minimum of one fall or winter term. No tuition and fees are charged for the period during which a student is on a leave of absence. A leave of absence may have implications for a student's federal financial aid and loans. Students should consult with the Office of Financial Aid to determine how a leave status might affect their aid and eligibility to defer loan repayment.

Students on leave have access to limited services that allow them to remain current in their field of study and connected to their program. Students on leave do not have the benefits of registered status, however, and may not use University facilities or services normally available to registered students, including the use of laboratories, equipment, and other research facilities. Students on leave may not use the services of faculty or administrative staff except for planning the transition back to registered status.

A student is strongly encouraged to discuss the impact of a leave on the plan of study with the chair or director of graduate studies and the faculty advisor and develop a strategy for completing the degree program. A student should also discuss alternatives to a leave with the chair or director of graduate studies and the faculty advisor. It is important for faculty to have the opportunity to provide advice and counsel about how to manage the intersection of graduate education and personal situations. As an alternative arrangement, a student may remain enrolled but ask for a within-term accommodation that allows a temporary reduction in coursework, research, teaching or other educational responsibilities, or an extension of time allowed for achieving candidacy and completing the degree (*sections 3.4, 3.5, 3.6*). Such within-semester accommodations allow a student to maintain eligibility for student services.

Emergency situations may require a student to begin a leave of absence in the middle of a term. In these circumstances, students would withdraw their registration for that term and then immediately begin the approved leave of absence. Adjustments to tuition and fee charges are made according to the schedule set by the Registrar's Office. Emergency leaves do not reverse the charges set by this schedule.

U.S. immigration regulations may restrict the eligibility of an international student for a leave of absence. International students considering a leave of absence must consult with the International Center, so that the Center can either inform the student that the proposed leave of absence is permissible under immigration regulations and can update the student's SEVIS record if needed, or, if the proposed leave is not permitted by immigration regulations, advise the student on other possible courses of action.

The following general policies apply to all leaves of absence

1. Chairs or directors of graduate study review and forward all requests for leaves with recommendations to the Dean of the Rackham Graduate School for review and approval.
2. A leave of absence is not required for the spring/summer, since students maintain active status during these terms whether or not they are enrolled for courses.
3. A student may submit a request to return early from an approved leave of absence, which is subject to the recommendation from the graduate program and approval of a Rackham dean.

4. Leaves of absence will not be approved for prior terms.
5. A newly admitted student who has registered may seek an admissions deferral, rather than a leave of absence, if the request and approval occur before the end of the third week of classes in the initial term of registration.
6. Students returning from an approved leave must enroll for the next fall or winter term that follows the leave. Students who are at the end of a term of an approved leave and do not either request a new leave or register for the next fall or winter term will be considered to have withdrawn and be discontinued from the program at the end of the term that follows the leave.
7. Students on leave may finish work from previous terms, such as completing unfinished work for prior courses in which grades of incomplete have been assigned, but may not complete other requirements for their degree (e.g., taking exams for achieving candidacy).
8. The time limit for reaching candidacy or for completing the Ph.D. degree will be extended by the number of terms the student is on leave (*sections 5.1, 5.4.1*).
9. A student who has been suspended for academic or non-academic reasons is not eligible to apply for a leave of absence. A student on an approved leave of absence who subsequently is suspended will have the leave rescinded.

Leave of absence for medical reasons. A student will be granted a leave of absence for medical reasons for a serious physical or mental health condition that prevents continued participation in the program. A request for a leave requires a written recommendation from a health care provider. A student can request a leave for up to two consecutive fall or winter terms, or 12 consecutive months, and may request an extension for up to an additional 12 months, or a maximum leave of 24 months. The program may initiate a request for a leave for medical reasons in the event that the student is incapacitated. Students who are withdrawn under the provisions of the University's Policy on Emergency Mental Health and Readmission will be granted an approved leave of absence for medical reasons for the duration of the Emergency Withdrawal. The checklist and link to request a leave of absence for medical reasons is available at http://www.rackham.umich.edu/current_students/doctoral_students/phd_students/leave_of_absence/.

For some medical circumstances, students should consider whether a within-semester medical accommodation is more appropriate (*section 3.4*).

Leave of absence for family necessity or dependent care. A student may be required to step away from study for a term or more to take care of an urgent family necessity or to provide dependent care. A student will be granted a leave of absence:

- to take care of a serious circumstance that directly affects a family member, such as a death, serious health condition, financial difficulty, or other critical life situation; or
- to provide care for a dependent incapable of self-care because of age or disability.

For family necessity, “family” is defined according to the University’s Standard Practice Guide (*SPG 201.11*) to include the student’s spouse or domestic partner with whom the student shares living accommodations and expenses, and, without regard to their place of residence, the child, sibling, parent, grandparent or other related individual whose primary care is the responsibility of the student. For dependent care, a dependent is defined as: a biological, adopted or foster child, stepchild, or legal ward who is either under 18 years old; a family member (as defined above) older than 18 years and unable to provide self-care; or a spouse or domestic partner.

A student must explain the reasons why a leave is needed. A student can request a leave for up to two consecutive fall or winter terms, or 12 consecutive months, and may request an extension for up to an additional 12 months, or a maximum leave of 24 months. Students who have become parents through birth or adoption may remain enrolled, with the benefits of this status, but seek a Graduate Student Parental Accommodation within the term (*section 3.5*). The checklist and link to request a leave for family necessity or dependent care are available at http://www.rackham.umich.edu/doctoral_students/leave_of_absence/.

Leave of absence for military service. A student will be granted a leave of absence for the duration of a military service obligation to their country of citizenship. The student must provide documentation confirming induction or authorization for active duty. The checklist and link to request a leave for military service are available at http://www.rackham.umich.edu/current_students/doctoral_students/phd_students/leave_of_absence/.

Leave of absence for personal reasons. After completing at least one full term in a Ph.D. program, a student may request a one-term non-renewable leave of absence for personal reasons. A student should request this leave before the beginning of the term for which this leave is requested. A leave of absence for personal reasons may be taken only once during the graduate career, even if the student begins a leave in mid-term. A student considering a personal leave is encouraged to discuss other possible arrangements with the advisor and chair or director of graduate studies. Alternative strategies may help the student to continue in the program and to have the benefits of enrolled status. The checklist and link to request a leave of absence for personal reasons are available at http://www.rackham.umich.edu/current_students/doctoral_students/phd_students/leave_of_absence/.

Services available to students on leave. Students on leave:

Insurance and health care

- may be eligible to purchase an extension of existing health insurance coverage at personal expense;
- are not eligible to begin enrollment in either GradCare or the Domestic Student Health Insurance Plan;
- can have access to the services of the University Health Service (UHS) at personal expense on a fee-for-service basis by purchasing the UHS Prepaid Plan, or through the provisions of any health insurance coverage the student may have;

Academic services

- retain access to the University's libraries, including borrowing privileges and remote access;
- are not eligible for University-administered fellowships, grants, temporary student employment or any of the following appointments: Graduate Student Instructor, Graduate Student Research Assistant, or Graduate Student Staff Assistant;
- are not eligible for University grants or reimbursements for supplies, materials, travel or other expenses;

Student loans

- are not eligible to apply for new student loans intended to span the period of non-enrollment;
- should consult with the Office of Financial Aid for deferral and forbearance options of any outstanding student loans;

E-mail and computing

- retain access to their University e-mail account, storage space in the IFS home directory, and to University Websites that require authentication with a Login ID;
- do not have access to certain elements of the basic computing package including statistics and computation services on University UNIX systems, or printing in Campus Computing Sites or University Libraries;

Other

- may be able to retain their University Housing contract, depending on the duration of the leave and its intersection with the contract (students who live in University Housing should consult with the Housing Office to understand their options to continue or cancel their contracts);
- retain access to the International Center; and
- can have access to Recreational Sports with a continuing student pass at personal expense.

3.2.3 Withdrawal and Discontinuation from a Ph.D. Program

A student who withdraws from a Ph.D. program, or is dismissed from the program for academic reasons, is officially discontinued from that program by the Graduate School and the Registrar's Office. Similarly, a Ph.D. student who is not on an approved leave of absence and who does

not maintain registration through a fall or a winter term will be considered to have withdrawn and will be discontinued from the graduate program. Funding commitments made at the time of admission expire when a student is discontinued from the program. A student should consult with the faculty advisor and the director of graduate studies before deciding to withdraw from a Ph.D. program.

A student who withdraws from a non-Rackham portion of a dual degree graduate program during a fall or winter term must be registered in the Ph.D. program by the last day of classes for the term or will be considered to have withdrawn and will be discontinued.

Disenrolling from a term. Students who have registered for courses but change their plans may disenroll prior to the first day of classes for the term. A student who wishes to disenroll must notify the Registrar's Office by written notice, e-mail or in person, providing University identification number, graduate program, and term for which the student should be disenrolled. A disenrollment fee is assessed after the first day of classes. To maintain standing in the Ph.D. program, a student who disenrolls from a fall or winter term must obtain a leave of absence (*section 3.2.2*), seek extramural status (*section 3.2.1*), or subsequently re-register during that term. Otherwise, the student is presumed to have withdrawn and will be discontinued from the program.

Withdrawing from a term. Students considering withdrawing from a fall or winter term should consult first with the graduate program to discuss steps required for withdrawal and to review possible alternatives to this action. Students who withdraw from all courses after the first day of classes in a fall or winter term will be discontinued from the Ph.D. program unless they are approved for a leave of absence or extramural study status.

Students who withdraw from all courses after the first full day of classes in a spring or summer full or half term will not be discontinued from the program. Students who withdraw from courses in a spring or summer full or half term and who do not register in the following fall term will be discontinued from the Ph.D. program.

Students who withdraw after the term begins are responsible for registration and disenrollment fees regardless of their class attendance. Tuition adjustments follow the dates and amounts set by the Registrar. Withdrawing from courses may affect eligibility for federal financial assistance and repayment obligations, and students should consult with the Office of Financial Aid.

International students must consult with the International Center before disenrolling or withdrawing, as this will affect their visa status.

3.2.4 Reinstatement to a Ph.D. Program

A former student who has withdrawn or has been discontinued from a Ph.D. program while in good academic standing (*section 4.6*), or was discontinued for failing to show sufficient progress (*section 4.7*), may seek reinstatement to the same program. A former student who has been discontinued may apply for admission to another Ph.D. program by completing the regular admissions application. A student returning from an approved leave of absence does not apply for reinstatement, but registers for the next fall or winter term that follows the leave (*section 3.2.2*).

The former student must complete an application for reinstatement and provide supporting materials. No fee is charged for this application. A former student on probation when last enrolled in the Graduate School (*section 4.7*) must provide reasons for the lack of academic progress, explain how conditions that produced poor performance have changed, and present specific plans for improvement.

Reinstatement is at the discretion of the faculty admissions committee of the graduate program. Decisions to approve or deny the reinstatement request are based on factors such as the former student's academic progress at the time of withdrawal as well as his or her readiness to return, the availability of faculty to advise the student, and other considerations such as the availability of funding, space, and research facilities.

If a former student seeking reinstatement was on probationary admission, academic probation, or extended probation, that standing remains in effect if reinstatement is granted, unless the issue is remedied and the graduate program and the Graduate School remove or modify the status. If a student is dismissed or required to withdraw, reinstatement may be granted only by obtaining approval of the graduate program and the Graduate School.

For a former student who was discontinued after achieving candidacy, a graduate program may, at its discretion, ask the Graduate School to reinstate the former student as a candidate or to return him or her to precandidacy status if, for instance, the state-of-the-art knowledge in the field has changed substantially since the student was last active in the program. A reinstated student who is returned to precandidacy status must meet candidacy requirements again. Terms completed before a reinstated student was discontinued are counted toward the time limits for achieving candidacy (*section 5.1*) and for completing the doctoral degree (*section 5.4.1*).

3.3 Registration and Enrollment for Master's and Doctorate of Musical Arts Programs

Registration for the fall or winter terms gives a student access to student services for the term of enrollment. Students who are enrolled full-time during the fall and winter terms and during the spring or summer half terms have access to these services (some at personal expense) during the half term they are not enrolled.

If Master's and DMA precandidacy students are not on Detached Study, they must be enrolled in the Graduate School at least once within a calendar year (12 months) or must apply to the Graduate School for readmission.

3.3.1 Detached Study for D.M.A. and Master's Students

Detached study is a registration status for master's and D.M.A. students (and students in certain non-Rackham programs) who are not enrolled for courses or directed research, but who are working toward completion of the degree as a primary activity. Ph.D. students are not eligible. Detached study assures the student of return without the need for readmission to the Graduate School at the end of the period and may be used for certification to the student's employer or to an external agency granting support. Students on detached study may continue to defer or apply for student loans.

Students working as a GSI, GSRA, or in any other capacity at the University, including hourly employment, or who are using laboratory facilities or taking examinations (including preliminary examinations and the oral defense), may not have detached study status.

International students who elect detached study must work full-time on their studies to maintain their visa status and should seek further information on the Rackham OARD Website (<http://www.rackham.umich.edu/policies/forms/>).

While on detached study a student must make work toward the degree his or her primary activity and must not require access to University services beyond library privileges, a computing account and certain forms of financial aid. Detached study may not be used for medical reasons or job search purposes.

To be eligible for detached study, a student must:

- be an active student in a Rackham master's or D.M.A. program who has completed at least one term;
- have been registered at least one full or half term in the twelve months before applying for detached study, or be a D.M.A. candidate;
- not be registered for the period of requested detached study;
- have a 5.00 or higher cumulative GPA;
- be within the time limit for the degree (i.e., five years for a master's degree or seven for a D.M.A.). If exceeding the allowed time, the student must petition for an extension of time to degree (*sections 5.4.1, 6*);
- have submitted to Rackham Admissions a final official transcript with the undergraduate degree (or equivalent) posted and the date it was awarded; and
- where more than one course is incomplete, state when these will be completed.

Only one period of detached study of no more than twelve months can be approved at a time, for a combined total of three years (nine full terms) during the course of study for the degree. Detached study will not be made retroactive for any reason.

A form requesting Detached Study must be submitted to OARD no sooner than five months prior to the beginning of the requested detached study period and no later than the last day of classes for the first term of the requested detached study period.

Students returning from detached study to full-time registration status do not need to seek readmission. Students who enroll for courses while on detached study automatically lose their detached study status.

3.3.2 D.M.A. Dissertation Research/Writing

Dissertation research/writing is a designation for D.M.A. candidates who are working full-time on their degrees but are not enrolled for coursework. Ph.D. students are not eligible. International students actively engaged in dissertation research and writing, but not enrolled for coursework, may apply for this designation in order to maintain their visa standing. With this designation, D.M.A. students have access to services provided to students on detached study. Those who are US citizens are not eligible for loan deferment. Students may not hold GSI, GSRA, or GSSA appointments or other positions related to their academic program, but may, with prior permission from Rackham OARD, have other part-time University employment.

D.M.A. Students may apply for the dissertation research/writing designation for a period of three consecutive terms, or twelve months. Students may not be on dissertation research/writing for more than a total of three years, or nine full terms, during the course of study for their degree. The Dean of the Graduate School and the Dean of Music, Theatre & Dance (or their designates) must approve the application.

3.3.3 Services for Non-Enrolled D.M.A. Candidates

The University extends some services to D.M.A. candidates who are not enrolled for courses and not on Detached Study. Non-enrolled D.M.A. candidates have library privileges for up to two years beyond any term of enrollment, and may have a recreational sports membership at the continuing student rate while working toward their degree. D.M.A. students must contact the appropriate office to learn about their conditions of eligibility for computing services, library privileges, access to University Health Services, financial aid, recreational sports memberships, and parking.

3.3.4 Disenrollment and Withdrawal from a Master's or D.M.A. Program

Disenrolling from a term. Students who have registered for courses but change their plans may disenroll prior to the first day of classes for the term. A student who wishes to disenroll must notify the Registrar's Office by written notice, e-mail or in person, providing University identification number, graduate program, and term for which the student should be disenrolled. The Registrar assesses a late fee for disenrollment after the first day of classes for the term.

Withdrawing from a term. After the first day of classes, students who wish to withdraw from the current term must obtain a signed Term Withdrawal Notice from their graduate program and present this to the Registrar's Office. A student who is away from campus or otherwise unable to present the notice in person should contact the graduate program for assistance.

Students who withdraw after the term begins are responsible for registration and disenrollment fees regardless of their class attendance. Tuition adjustments follow the dates and amounts set by the Registrar. Withdrawing may affect eligibility for federal financial assistance and repayment obligations, and students should consult with the Office of Financial Aid.

International students in master's or D.M.A. programs must consult with the International Center before disenrolling or withdrawing, as this will affect their visa status.

3.3.5 Readmission to a Master's or D.M.A. Program

Master's and DMA precandidacy students who have not been enrolled in the Graduate School for more than one year (12 months) and are not enrolled by the end of a certified period of Detached Study must apply to the Graduate School for readmission. Students who have been placed on probation after exceeding the time limit for reaching candidacy or completing the degree, and who are subsequently dismissed for failing to demonstrate sufficient progress, may be allowed to seek readmission (*sections 4.7, 5.1, 5.4.1, 6*). Readmission is dependent upon approval by the graduate program and upon availability of space and facilities for the term in which readmission is requested. International students seeking readmission will need to certify proof of adequate funding in order for Rackham Admissions to issue the appropriate documents to obtain a visa.

A student who seeks readmission after withdrawing for health reasons (*section 3.7*) may be asked by the graduate program to provide a physician's certification of readiness to return to active status. If a student seeking readmission was on probationary admission, academic probation, or extended probation, that standing will continue in effect if readmission is granted, unless the graduate program and the Graduate School remove or modify the status. If a student is dismissed or required to withdraw, readmission may be granted only by obtaining approval of the graduate program and the Graduate School.

3.4 Within-Semester Medical Accommodation

Students who have a brief illness or other health-related difficulties during the term should expect faculty and graduate programs to make reasonable accommodations for course-related work and other academic deadlines. Consultations about health-related services are available at University Health Services (<http://www.uhs.umich.edu/>), Counseling and Psychological Services (<http://www.umich.edu/~caps/>), the Psychological Clinic (<http://www.psychclinic.org/>) and Services for Students with Disabilities (<http://www.umich.edu/~sswd/>).

3.5 Graduate Student Parental Accommodation

Graduate student parental accommodation allows a student to maintain registered full-time student status immediately following the birth or adoption of a young child, along with all the benefits of such status, while facilitating the return to full academic participation. Eligible students may be granted a parental accommodation of up to six weeks, with extension of certain time limits. Rules of research funding or external fellowships may require suspension of payments during the parental accommodation period. In this instance, the Rackham Childbirth Accommodation Fund may provide salary or stipend, and benefits.

A student must submit a Request for Graduate Student Parental Accommodation after consultation with her or his advisor, principal investigator, and graduate chair. The form with appropriate

documentation of the anticipated birth or adoption (a letter from the student's medical provider with an estimate of delivery date or from the adoption agency with an estimate of placement date) must be submitted to the student's graduate program office for approval and to Rackham OARD for authorization.

For other family care issues affecting time to degree, see *section 3.6*.

3.6 Time Limit Extensions for Family Care

The demands of caring for immediate family (such as children, ill or injured partners, or aging parents) may seriously affect the time and energy graduate students can devote to educational responsibilities. Because of the difficulty of combining educational pursuits with such dependent care demands, a graduate student may, upon written request to the relevant graduate program chair and the Dean of the Graduate School, be granted a one year extension to the maximum time limits for achieving degree and candidacy (*section 5.1, 5.4.1, 6*) and the time limits for fellowship eligibility. "Family" is defined according to the University's Standard Practice Guide (*SPG 201.11*) to include the student's spouse or domestic partner with whom the student shares living accommodations and expenses, and, without regard to their place of residence, the child, sibling, parent, grandparent or other related individual whose primary care is the responsibility of the student. Students should write a memo or use the Rackham OARD "Petition for Modification or Waiver of Regulation" form (<http://www.rackham.umich.edu/downloads/oard-petition-form.pdf>) with a note requesting a one year extension for dependent care and explaining the reasons for the request. The graduate program chair determines the outcome of this petition with input, as needed, from Rackham.

3.7 Emergency Mental and Physical Health Withdrawal and Reinstatement

The University reserves the right to request or require students to withdraw from the University for reasons pertaining to mental or physical health when mental or physical health-related behavior significantly disrupts the ability of the student or other students, faculty or staff to participate in the educational programs or employment opportunities of the University. A student who withdraws at the request or requirement of the University will have the opportunity to engage in a structured and supportive process of withdrawal and subsequent re-entry that is designed to facilitate the student's likelihood of success. Students who withdraw or are withdrawn under this policy may be considered for reinstatement following a determination by the Vice President for Student Affairs or designee that the behaviors requiring withdrawal have been, for the most part, eliminated. Full details of this policy and procedures are available at <http://www.umich.edu/~spolicy/mentalhealth.html>.

Ph.D. students have the option of seeking a Leave of Absence for medical reasons (*section 3.2.2*).

3.8 Change of Graduate Program

Students may apply to change from one graduate program to another within the Graduate School. This change requires full consideration by the new program's admissions committee. The student must submit a new full application (http://www.rackham.umich.edu/admissions/apply_now/) and should contact the new program for information about the supporting materials that may be needed. International students must supply documentation of additional funding if a change of field will result in an extension of the expected study period.

While doctoral students who receive a master's in their field on the way to the doctorate do not need to apply for this degree, students who wish to change from one degree program to another within the same field of specialization, such as from the master's program in Economics to the doctoral program in Economics, must apply for a change of program following the procedures described above. Candidates applying to another doctoral program will revert to precandidacy status. Students wishing to add a new degree program should see the policy pertaining to dual degree programs (*section 7*).

3.9 Non-Candidate for Degree Status

Non-candidate for degree students (NCFD) who have been admitted to a specific graduate program normally are limited to no more than two terms of enrollment. NCFD students admitted to Rackham more generally may elect no more than two courses and may continue for an additional term only upon successful completion of their courses and with permission of Rackham Admissions. NCFD applicants are required: to have an average cumulative GPA of at least a B (5.00 on a 9.00 point scale); to obtain written approval of the instructor on an election worksheet for each course to be taken; and, for those seeking admission to Rackham generally, to not register for a pattern of courses which indicates a field of specialization (i.e., usually not more than two courses in one field).

A student who has been admitted to a graduate program with NCFD status and wishes to change to degree status within the same program must submit a new full application. The student should contact the program office directly for information about supporting materials that may be needed. Courses elected by students with NCFD status cannot be counted toward a Rackham degree program unless the student receives regular admission and the graduate chair of the degree program and the Graduate School determine that the courses are acceptable. An international student must submit documentation of additional funding to Rackham Admissions if a change of degree level will result in an extension of the expected study period.

4. Coursework, Grading and Academic Standing

Courses taken in fulfillment of Rackham degree requirements must be approved for Rackham graduate credit. Courses at the 300 level or below may not be used for graduate credit. Courses at the 400 level are open to both undergraduates and graduate students but carry graduate credit only if they have been approved by the Graduate School. 400-level courses usually require additional work for graduate students. Approved courses are listed by graduate program in Rack-

ham's Programs of Study Website (https://secure.rackham.umich.edu/academic_information/programs/).

Graduate students may petition to receive graduate credit for a 400-level course not normally approved for such credit and must submit this petition to Academic Records and Dissertations (OARD) before taking the course. Approval of these requests is not guaranteed. Both the course instructor and the graduate chair of the student's program must endorse the petition, which must be accompanied by a memo explaining how graduate-level work will be accomplished in the course. Petition forms are available online under Printable Forms (<http://www.rackham.umich.edu/rhd.php?id=78>).

Courses not approved for Rackham graduate credit appear on the transcript with the notation NFC or NDC (*section 4.5*). The course grade will appear but will not be averaged into the cumulative grade point average or the total credits required for the program (CTP) total.

4.1 On-Campus and Off-Campus Enrollment

Most students enroll in coursework for credit on their home campus—Ann Arbor, Dearborn, or Flint. Students must fulfill the minimum credit hour requirement at their home campus. A student in a Rackham master's program may transfer up to 6 semester hours from other accredited graduate degree-granting institutions to be counted toward the degree requirements. A student in a Rackham doctoral program may not transfer credits toward the doctoral requirements but may transfer credits toward a master's degree.

As described below and in *section 4.2*, a student may transfer credit hours for: graduate-level courses offered at the three U-M campuses; graduate-level courses offered at other universities through special agreements with the University of Michigan; and graduate-level courses taken at other accredited graduate degree-granting universities.

Ann Arbor, Dearborn, and Flint Campuses

A graduate student at one of the three U-M campuses may take courses for credit offered at another U-M campus subject to the approval of his or her own graduate program and the availability of space in the courses desired. Courses approved for graduate credit on the Flint and Dearborn campuses are listed under program information on their respective Websites. Students uncertain if a course is approved for Rackham credit should check in advance with the department offering the course. Non-Rackham courses may not be applied toward the degree program.

To register for courses at another U-M campus:

- Ann Arbor students electing a course at Dearborn or Flint must complete an appropriate guest application available online. For Dearborn courses: <http://www.rackham.umich.edu/downloads/admissions/drbnguest.pdf>. For Flint courses: http://www.rackham.umich.edu/downloads/admissions/Flint_Rackham_Guest_Application.pdf.

- Dearborn or Flint students electing a course at Ann Arbor must complete an “Ann Arbor Guest Application” form which requires departmental signatures (<http://www.rackham.umich.edu/downloads/admissions/forms/aaguest.pdf>).
- The student is responsible for arranging to have a transcript of guest credit sent to their home institution along with a “Request for Transfer Credit Form.”

For more information, contact the appropriate graduate studies office: Dearborn Graduate Studies Office, 1080 Administration Building, (313) 593-1494; or Flint Office of Graduate Programs, 251 Frances Willson Thompson Library, (810) 762-3171.

Consortial agreements for courses outside U-M

The University of Michigan participates in agreements under the Michigan Intercollegiate Graduate Study (MIGS) program and the Committee on Institutional Cooperation (CIC) which allow students to take courses or use facilities uniquely available at an institution other than their own. The Committee on Institutional Cooperation (CIC), a consortium of the Big Ten universities plus the University of Chicago, sponsors the Traveling Scholar Program which enables doctoral students to spend up to a full academic year pursuing specialized courses of study, researching library collections, and working in laboratories and facilities at other CIC institutions with no change in registration procedures from their home university or additional tuition. Traveling Scholars pay regular fees to their home institution, where they remain registered. Visits are limited to two semesters or three quarters, and graduate credits earned at the host university are automatically accepted by the home university. The application is available at <http://www.rackham.umich.edu/rhd.php?id=184>.

The Michigan Intercollegiate Graduate Study (MIGS) Program creates exchange possibilities for graduate students currently enrolled in Michigan universities. Students can take advantage of course and research opportunities offered at another Michigan university, provided that such opportunities are not available on the home campus. Students in master’s or specialist degree programs may enroll for six credit hours while doctoral students may enroll for up to nine credit hours at a host institution. For students in a Doctorate of Musical Arts program, these credit hours will not count towards the Required Fee Totals (*section 2.1*). The application is available at <http://www.rackham.umich.edu/rhd.php?id=184>.

4.2 Transfer of Credit

Graduate credits may be transferred to master’s degree programs only. All requests for transfer of credit must be approved by the student’s program and by Rackham OARD. While graduate credits from another institution cannot be transferred to a doctoral program, graduate work done elsewhere may be used to satisfy certain degree requirements but will not appear on the University transcript.

Students eligible to transfer credit must:

- be enrolled in good standing in a Rackham master’s degree program;

- have completed 8 or more credit hours of graduate-level, letter-graded courses in residence in the Rackham Graduate School and earned a cumulative grade point average of B (i.e., 5.00 on a 9.00 scale) or higher; and
- have removed all conditions for admission, including submission to Rackham of an official undergraduate transcript and record of bachelor's degree.

Graduate credits may be transferred in three ways.

1. Students may transfer graduate credit from other accredited degree-granting universities with graduate degree programs. Students may transfer up to 6 credit hours for courses taken at universities that use the semester system, or up to 9 credit hours (the equivalent of 6 semester credit hours) for universities that use the quarter system.
2. Students may transfer credit from non-Rackham University of Michigan graduate programs, including those offered on the Flint or Dearborn campuses, including graduate-level courses taken while pursuing an undergraduate degree. Students may transfer up to half the credit hours required for the Rackham master's or professional degree from these sources.
3. Students may transfer credits from a combination of non-University of Michigan and non-Rackham/University of Michigan programs. Students may transfer up to half the credit hours required from this combination of sources, of which no more than 6 credit hours may come from universities that use the semester system, or 9 credit hours for universities that use the quarter system.

Credits may not be transferred:

- if they are used or will be used, in whole or in part, to fulfill requirements for a bachelor's or other degree or certificate;
- for courses taken at an exclusively undergraduate institution or community college;
- for courses taken more than five years before admission to the student's current Rackham master's program; or
- for courses for which a letter grade of less than "B" has been awarded.

Students may transfer credits for courses taken at their undergraduate institution only if Rackham receives confirmation that these courses were at the graduate level and required graduate-level work.

Doctoral students may request that graduate credits earned at another institution be used to satisfy the cognate requirement (*section 5.2*). A student in a Doctorate of Musical Arts program who has earned a master's degree elsewhere in a field relevant to the doctoral work may request that these credits be used to reduce the Required Fee Totals (*section 2.1*). A doctoral student who is also enrolled in a master's degree program may request transfer of credit for the master's program, but only after the master's program has been activated for the student.

Transfer course numbers and credits appear on the University transcript, but grades will not be listed and will not be computed in calculating the cumulative grade point average.

Instructions and a transfer of credit request form are available from Rackham OARD (http://rackham.helpserve.com/index.php?_m=downloads&_a=viewdownload&downloaditemid=15). Questions may be directed to OARD.questions@umich.edu.

4.3 Visiting (Auditing) a Course

With permission of the advisor and the course instructor, a student may enroll in a course as a visitor (auditor) rather than for credit. A notation of “VI” appears on the transcript when the course is completed successfully (*section 4.5*). After a grade has been issued, a course may not be changed from letter grade to visit (audit) status, or vice versa. A visit (audit) will not be counted toward degree credit requirements.

Full fees will be assessed at the current rate of tuition. After registering for the course online via Wolverine Access, the student must register for this status in person at the Registrar’s Office and present a Drop/Add form with the signatures of both the instructor and the student’s department graduate chair or advisor. Before enrolling, the student must confer with the instructor to reach an agreement on what will constitute satisfactory completion of the course. The student is expected to attend class regularly and may be asked to submit assignments and take examinations. Elections of visited (audited) courses must appear on the class schedule printout provided at registration. Students should check their class schedule printouts for accuracy and completeness.

4.4 Adding, Modifying, Dropping and Repeating a Course

Students should change course selections only after consultation with their advisors. The Registrar’s Office evaluates revised course elections to determine if an adjustment in fees is necessary.

Through the third week of classes in a full term (or the second week of classes in a half term), students may use Wolverine Access to add or drop a course, change status from credit to visit (audit), or increase or decrease the hours for a course within the range listed in the Time Schedule. The Registrar’s Office publishes each year’s Drop/Add deadline on its Website: <http://www.umich.edu/~regoff/>. Graduate program approval is necessary to change course elections. Certain graduate programs may have additional deadlines or procedures. A student who seeks to drop the only course for which he or she is registered must follow procedures for a term withdrawal as outlined on the Registrar’s Website. A student in a Ph.D. program who drops the only course for which he or she is registered will be considered to have withdrawn and be discontinued from the program (*section 3.2.3*).

After the third week in a full term (or the second week in a half term), and until the last day of classes of that term or half term, students must obtain signed approval from the course instructor and the chair of their graduate program before an add, drop or change of status from credit to visit (audit) can be made. Students should contact the graduate program administrator for election worksheets or contact the Registrar’s Office at 1210 LSA Building, 500 S. State St. Note: Any course for which a drop is registered after the third week in a full term (or the second week in a half term) will appear on the permanent record as “W” (*section 5.5*).

No changes to a course are allowed after a grade has been assigned. A student who registers for a course and either never attends or stops attending—but does not officially drop the course—receives a notation of “ED” (Unofficial Drop). A notation of “ED” is equivalent to a grade of “E” (failure) (*section 4.5*). Requests for a retroactive withdrawal after the last day of the term will be considered only for exceptional circumstances in which a student was unable to complete the term and will not be approved for a course for which a grade has been submitted. A request for retroactive withdrawal must be made within 12 months from the end of the term and usually applies to all classes in the term. Applications for retroactive withdrawal require documentation of compelling circumstances why the student was unable to complete the term and unable to request a withdrawal during the term. The student must submit a petition to Rackham OARD that includes documentation confirming extenuating circumstances. At no point after the term has ended will a class be removed from a student’s record; if the exception is approved it will remain on the record and noted as “W” (*section 4.5*). International students should consult with the International Center before dropping courses, as this may affect their immigration status.

Students may repeat a course with permission of the advisor and course instructor. Credits for the course may not be earned beyond the limit set by guidelines of the graduate program. Each election and grade for a course that is repeated will remain on the transcript and will be counted into the grade point average as separate elections.

4.5 Grades and Transcripts

To maintain satisfactory academic standing, graduate students must make satisfactory progress toward their degrees and have a minimum Rackham cumulative grade point average (GPA) of B (5.00 on a 9.00 point scale). Certain graduate programs may have requirements above the Rackham minimum for maintaining satisfactory academic standing. Students who fall below the GPA requirement of their graduate program or Rackham are placed on academic probation. Courses in which grades of D or E are earned cannot be used to fulfill degree requirements.

Instructors enter grades on the student’s permanent academic record. Students may elect courses without letter grades, either as a visit (audit) or for Satisfactory/Unsatisfactory (S/U) grading. A visit (audit) does not count for credit, but a grade of S does.

The academic transcript is part of a student’s academic record. Other University offices collect and maintain necessary information about students. The transcript and these records constitute the student’s permanent academic record. For more information about the permanent academic record, see “Student Rights and Records” <http://www.ro.umich.edu/ferpa/>.

The permanent academic record is the history of a student’s academic progress in the Graduate School and cannot be altered except in conformance with policies governing dropping, adding, and modifying courses, and the achievement of milestones (e.g., receipt of a degree, advancement to candidacy, etc.). This record may not be altered because of dissatisfaction with a particular instance of academic performance.

Coursework is graded with a letter system (A, B, C, D, or E) except for special courses noted below. An instructor may add “+” or “-” to grades. Letter grades are converted into numbers, or points, as follows:

A+ = 9	B+ = 6	C+ = 3	D = 0
A = 8	B = 5	C = 2	E = 0
A- = 7	B- = 4	C- = 1	

These numbers are used to calculate Michigan Honor Points (MHP) and the Grade Point Average (GPA). Michigan Honor Points (MHP) are calculated by multiplying the number of credit hours for which the course was elected by the number of points earned on the grading scale. For example, a grade of B+ for a 3 credit hour course produces 3 (credit hours) x 6 (points for a grade of B+), or 18 honor points. The grade point average (GPA) is calculated by dividing Michigan Honor Points earned for a term or more by the number of letter-graded semester hours (or credit hours) for the courses. A total of 91 MHP for 13 course credit hours produces a GPA of 7.00.

Students may access their unofficial transcripts or order official copies of their transcripts through Wolverine Access (<http://wolverineaccess.umich.edu>). Information is available at the Registrar (<http://www.umich.edu/~regoff>).

Note: The Graduate School does not provide copies of academic records from other institutions. Students must obtain such records directly from the institution.

Other transcript notations include:

Visit (VI). “VI” appears on the transcripts of students who successfully complete a course which they have elected to visit (audit). These courses do not count for degree credit requirements. Students who do not complete a course to the satisfaction of the instructor and who have not dropped the course may receive a notation of “E” or “ED” (unofficial drop, equivalent to failure) on their transcript. This grade is calculated as part of the student’s GPA.

Satisfactory (S) and Unsatisfactory (U). The graduate program designates courses for which S/U grading is used. With permission from the advisor and the course instructor, a student may elect S/U grading in a course that would otherwise be letter graded. Instructors cannot assign letter grades to students electing courses designated as S/U. A grade of “S” indicates that the instructor considers the student to have performed satisfactorily at the graduate level, and is counted toward the credit hour requirements of the graduate program. A grade of “S” is considered to be a grade of “B” or better. A grade of “U” is assigned when a graduate student’s level of performance is not acceptable, and is not counted toward a student’s required credit hours. Grades of “S” and “U” are not converted into numbers, and are not factored into the Grade Point Average or Michigan Honors Points.

Incomplete (I). A student may receive a grade of Incomplete (“I”) only if the coursework remaining to be done by the end of the semester is small and the instructor approves an extension for completing the unfinished work. The instructor must agree to this arrangement and determine a deadline for finishing the assigned work before a grade is assigned. The notation of “I” remains a permanent part of the academic record. When coursework is completed to the satisfaction of the instructor, the grade will appear on the transcript as, for example, “I B+.” The grade point average is based only on hours of coursework completed.

Drop (W) and Unofficial Drop (ED). A course that is officially dropped after the first three weeks of a full term (or the first two weeks of a half term), will be recorded with the notation of “W,” and will not earn credit hours toward the degree program or Michigan Honor Points.

A student who registers for a course and either never attends or stops attending—but does not officially drop the course—receives a notation of “ED” (unofficial drop). A notation of “ED” is equivalent to a grade of “E” (failure).

Multi-Term Course (Y). Graduate programs may designate a graduate course as a multi-term sequence. The instructor may report a “Y” grade at the end of the first term to indicate that the work is still in progress. When a final grade is reported, the grade will be posted for both terms and the “Y” notation will be removed.

4.6 Good Academic Standing

A student in good academic standing:

- is making satisfactory progress toward the completion of degree requirements and is within the time limits of the degree program, including approved extensions (*sections 5.1, 5.4.1, 6*);
- is demonstrating an ability to succeed in the degree program; and
- has a cumulative grade point average of 5.00 (B) or better.

4.7 Academic Probation and Dismissal

Graduate students should periodically discuss their academic progress with their advisors to learn whether they are performing satisfactorily and making sufficient progress toward the degree. Graduate programs should immediately notify students in writing when their performance falls below an acceptable level.

In response to a student’s academic deficiencies, the University may take any of the following actions: 1) admit a student on probationary status; 2) place a continuing student on probation; 3) require a student to withdraw from the University; or 4) not confer a degree or certificate.

A student whose cumulative GPA falls below a B (5.00 on a 9.00 point scale) in a given term or half term will be placed on academic probation for the following term or half term of enrollment. During the probationary term, the student will not be awarded a graduate degree or certificate and cannot transfer credit to a Rackham master’s program, be advanced to candidacy, or be allowed to change his or her program (i.e., dual degree, degree level, etc.). Upon the recommendation of the graduate chair, and with the consent of the Graduate School, a student may be given an opportunity to correct the scholastic and/or academic deficiency. Graduate programs may also require students to achieve minimum grades in the overall program of study and/or in particular courses.

A student in a Doctorate of Musical Arts program cannot be approved for detached study while on academic probation.

A student on probation when last enrolled in the Graduate School who wishes to be reinstated or change fields or degree level, must petition the graduate program and the Graduate School to modify the conditions of academic standing or discipline. The petition should: provide reasons for the poor academic record; explain how conditions that produced this poor performance have changed; and present specific plans for improvement. The graduate program must approve the petition before a student can be reinstated (*section 3.2.4, 3.3.5*).

A student may be required to withdraw or be dismissed. A student whose cumulative GPA falls below a B (5.00 on a 9 point scale), who is not making satisfactory progress toward the degree, or who is failing to demonstrate an ability to succeed in his or her plan of studies, may be denied permission to register, required to withdraw, or dismissed from the program. Time limits for achieving candidacy (*section 5.1*), completing the doctorate (*section 5.4.1*) and finishing a master's degree (*section 6*) are defined in this document.

Students may also be dismissed for failing to meet the standards of academic and professional integrity (Appendix 1, *Academic and Professional Integrity and Procedures for Investigating Allegations of Academic and Professional Misconduct*).

A program must provide the student written notification of the grounds for dismissal.

5. Doctoral Degrees

Doctoral degrees administered by the Graduate School include:

- Doctor of Philosophy (Ph.D.). Conferred in recognition of exceptional demonstrated ability and scholarship in a relatively broad field of knowledge.
- Doctor of Musical Arts (D.M.A.). Offered in composition, conducting, and certain fields of performance for students demonstrating high competence in those areas. The degree program is intended to develop creative and performing artists with great breadth of knowledge and scholarship.

In addition to doctoral programs located in a single department, school, or college of the University, the Graduate School offers a number of Interdepartmental Degree Programs (IDPs). These doctoral programs, leading to a single degree, bring together faculty from two or more departments, schools, or colleges. Students may also initiate a Ph.D. program that integrates different disciplines and fields and that does not exist formally as a degree program at the University (*section 7.1*).

Doctoral education has two stages. Graduate students first take preliminary coursework to prepare for advanced research. During this precandidacy stage, students must complete at least 18 hours of graded graduate coursework on the Ann Arbor campus. Students who are successful in this coursework, who meet other program requirements including passing preliminary or qualify-

ing exams, and who demonstrate readiness to do original and independent research are admitted to candidacy by their program. Certain graduate programs may have additional requirements. Specific requirements are available from individual graduate programs.

5.1 Candidacy Requirements

The precandidacy stage of the doctoral program prepares students for undertaking original independent research, and allows them to acquire knowledge and tools needed to be successful in an academic or research position. Students learn about their field of study and gain familiarity with standards of evidence, argument, practice and methods in preparation for candidacy when they focus intensively on a narrower area of research.

Graduate programs should conduct annual reviews to assess progress of students toward meeting candidacy requirements.

Students should demonstrate readiness to undertake independent dissertation research by achieving candidacy no later than three calendar years after the first enrollment in their Rackham doctoral program. Faculty determine candidacy requirements, and may set earlier deadlines. A student who does not achieve candidacy within three years will be placed on academic probation, unless the graduate program petitions Rackham OARD to request additional time because of extenuating circumstances (*section 4.7*).

5.1.1 Ph.D. Programs

Candidacy requirements include:

1. *Bachelor's degree or equivalent.* The University of Michigan transcript (academic record) must show a bachelor's degree or equivalent awarded by an accredited institution.
2. *Minimum Rackham grade point average.* A cumulative minimum GPA of B (5.00 on a 9.00 point scale) is required for all graduate work taken for credit. Graduate programs may require a higher minimum cumulative GPA, or a minimum grade for specified coursework.
3. *Coursework in residence.* A precandidate must complete at least 18 credit hours of graded (including the grade of S – Satisfactory) graduate coursework registered as a Rackham student while in residence on the Ann Arbor campus. Courses elected as visit (audit) do not meet this requirement, nor do any doctoral courses (those designated as 990, etc.).
4. *Cognate requirement.* Before advancing to candidacy, students must complete 4 credit hours of cognate coursework with a grade of B- or better; certain graduate programs may have additional cognate requirements (*section 5.2*).
5. *Registration if preliminary exams are taken during the spring or summer half term.* Students taking preliminary exams during the spring or summer half terms must be

registered. Students who will be enrolled for either the spring or summer half term immediately following two successive terms of fall and winter term enrollment may take preliminary exams anytime during the spring or summer half terms.

6. *Preliminary examinations.* Rackham expects graduate programs to determine the form and content of preliminary examinations as well as procedures for administering and assessing these, and to inform students in advance about the format, schedule, procedures and expectations for these exams. A student must pass preliminary examinations to test knowledge of each primary field and all supporting fields. Students are entitled to specific feedback on their performance.
7. *Additional graduate program requirements.* A student must fulfill any additional requirements specified by the graduate program. These may include, but are not limited to: passing of qualifying exams at the end of the first year or at another time during precandidacy; additional cognate coursework; competence in one or more foreign languages; residence on the Ann Arbor campus during certain terms; work experience; and preparation of a research paper or essay.

5.1.2 Doctor of Musical Arts

In addition to meeting general candidacy requirements for students in Ph.D. programs (*section 5.1.1*), students in Doctorate of Musical Arts programs must accumulate a minimum of 36 fee hours as a precandidates (*section 2.1*). A student who has a relevant non-Rackham master's degree from an accredited institution on the Michigan transcript must accumulate only 18 fee hours. A D.M.A. student who lacks the required fee hours may be allowed to pay for these at the rate published by the Registrar.

5.2 Cognate Requirement

Rackham recognizes the value of intellectual breadth in graduate education and the importance of formal graduate study in areas beyond the student's field of specialization. Cognate courses are those that are in a discipline or area different from a student's field of study but are related or connected with some aspect of this field. All cognate coursework must be approved by the graduate program. Cognate requirements may be satisfied in three ways:

1. By completing 4 credit hours of cognate coursework in approved graduate-level courses with a grade of B- or better (certain graduate programs may have additional cognate requirements).
2. By using coursework within the same graduate program but in a subfield different from the student's own. A course in a student's program that is cross-listed as a course in another program may satisfy the cognate requirement. In this case, the graduate program should notify Rackham OARD.
3. By completing graduate coursework at another institution that meets the expectation of the cognate requirement, without transferring the credit to the transcript. This course-

work must be completed no more than 5 years before admission to the current Rackham doctoral program. The student must provide Rackham OARD with an official transcript, and the graduate program should notify Rackham OARD that the coursework fulfills the cognate requirement. These courses do not apply toward the minimum 18 credit hours required for the degree and do not appear on the University transcript.

5.3 Advancing to Candidacy

Upon a student's completion of the requirements for candidacy, the graduate program submits a "Recommendation for Candidacy Form" to Rackham OARD, certifying the requirements have been met by the deadline for the term in which the student will become a candidate. Deadlines are listed on the Rackham Website (<http://www.rackham.umich.edu/rhd.php?id=69>).

Enrollment status changes automatically for a student who passes preliminary exams and is advanced to candidacy in the same term. Students advanced to candidacy are charged tuition at the candidacy rate and the change in status results in an adjustment to tuition and fees. For a student who advances to candidacy while enrolled in course 990, enrollment will be changed to course 995 with 8 credit hours for the term. If a student is enrolled in classes other than 990, enrollment status will be changed to include an additional 8 credit hours for a full term of 995 or 4 credit hours for a half term of 995. In either case, tuition and fees will be adjusted accordingly.

A student who has been enrolled during successive fall and winter terms may take preliminary exams in May following the winter term without registering for the spring, spring/summer, or summer terms.

Doctor of Musical Arts students are not required to be enrolled during the term when advancement to candidacy takes place.

5.4 Doctoral Dissertation Requirements

Rackham's Dissertation Handbook (http://www.rackham.umich.edu/dissertation_information/the_dissertation/) is a guide to completing Ph.D. degree requirements and submitting the dissertation, and contains information about procedures, advice for the oral defense of the dissertation, an outline of responsibilities of the dissertation committee, and steps for submission of the finished dissertation. D.M.A. students should consult the School of Music, Theatre & Dance for program-specific dissertation requirements. In addition to the following doctoral regulations and requirements, students should consult with their department or program to learn about any supplementary requirements and visit the OARD Website for more information.

5.4.1 Time Limit for Completing a Doctoral Degree

Students are expected to complete the degree within five years of achieving candidacy, but no more than seven years from the date of the first enrollment in their Rackham doctoral program. Graduate programs should conduct annual reviews of candidates to assess progress toward

completion of the degree. Students who entered their program prior to the fall of 2007 and have not completed their degree within the seven year limit should petition Rackham OARD for an extension of time to degree with a plan for completion. Effective for students entering in the fall of 2007 and later, graduate programs may request an unconditional one-year extension for students deemed to be making satisfactory progress toward the degree, providing a plan and timeline for completion. A program may request an additional one-year extension, but a student who does not complete the degree after two years of extension may be returned to precandidacy status and required to meet candidacy requirements again. Rackham will notify graduate programs of students who have not completed their degree within the stipulated period.

5.4.2 Candidacy Course Registration

Ph.D. candidates register in the fall and winter terms for 995, “Dissertation/candidate,” which consists of 8 credit hours for a full term or 4 credit hours for a half term. No part-time enrollment is possible. A student who defends in the spring/summer term must register for 8 credit hours of 995 for the spring/summer full term.

Candidates who register for a course should seek prior approval from their faculty advisors. Candidates may elect one course per term without paying additional tuition beyond candidacy tuition. This course may be taken for credit or as a visit (audit). A student who does not elect a course during a term of 995 enrollment may elect two courses in the next term of 995 enrollment; no more than one course may be deferred in this manner (an additional course may not be taken in anticipation of taking none in a future term of 995 enrollment). Candidates who choose to take more courses than those for which they are eligible with candidacy tuition will be assessed additional tuition per credit hour.

5.4.2.1 Course Registration for D.M.A. Candidates

D.M.A. students who have advanced to candidacy must be registered during any term in which they draw University services, which includes faculty consultation and guidance. D.M.A. candidates who have accumulated the minimum number of fee hours required to achieve candidacy (*section 2.1*), will need an additional 32 fee hours to reach the required Required Fee Total (RFT) of 68 fee hours (50 fee hours for a student with a master’s relevant to the doctoral degree). Anytime a candidate registers for a course, he or she will also automatically be registered for 995, “Dissertation/candidate,” which consists of 8 credit hours (or a maximum of 8 fee hours) for a full term, or 4 credit hours (or a maximum of 4 fee hours) for a half term. A student must register for 995 during the term in which the dissertation defense is conducted and doctoral requirements are completed. A student who defends in the spring/summer term must register for either 8 credit hours of 995 for the spring/summer full term, or for 4 credit hours of 995 in both the spring half term and the summer half term.

Candidates who register for a course should seek prior approval from their faculty advisors. Candidates may elect one course per term (and will automatically be registered for 995) without paying additional tuition beyond candidacy tuition. This course may be taken for credit or as a visit (audit), but does not count toward the Required Fee Total. A student who does not elect a course during a term of 995 enrollment may elect two courses in the next term of 995 enrollment;

no more than one course may be deferred in this manner (an additional course may not be taken in anticipation of taking none in a future term of 995 enrollment). Candidates who choose to take more courses than those for which they are eligible with candidacy tuition will be assessed additional tuition per credit hour; such additional courses will be counted toward the Required Fee Total.

5.4.3 Formation of the Dissertation Committee

Dissertation committee members are expected to have specific and complementary knowledge of a student's area of research and to provide guidance and support throughout the research and writing process (or performance, in the case of D.M.A. students). Nominations for dissertation committee service must be approved by the program and Rackham and are subject to the following guidelines:

- Dissertation committees must have at least four members, including at least three tenure or tenure-track members of the instructional faculty affiliated with a Rackham doctoral program. Such faculty include those holding a regular or "unmodified" (i.e., not research, clinical, visiting, adjunct, etc.) appointment as Professor, Associate Professor, or Assistant Professor.
- At least two of the four committee members must be from the candidate's home program.
- Committees may also include a person holding regular clinical, research professor, visiting, adjunct, instructor, or lecturer appointment. Subject to review on a case-by-case basis, a committee may include other qualified University faculty and staff, or person from outside the University who can provide expertise in the candidate's research area.
- Persons who do not have an earned doctorate, whether affiliated with a Rackham doctoral program or not, must be approved for dissertation committee service on a case-by-case basis.
- Committees must have a cognate member who is familiar with the standards for doctoral research. The cognate member's role is to broaden the scholarly representation of the dissertation committee beyond the candidate's home program and to provide a perspective on the quality of the dissertation from outside the field of specialization of the candidate. Except for the committee of a student in an interdepartmental program, the cognate member must hold at least a 0.50 appointment in a Rackham doctoral program other than the student's home department/program, and may not hold a sole appointment as research or clinical faculty, instructor, or lecturer. For committees formed after July 1, 2007, the cognate member may not serve as chair or co-chair.
- A committee may have a sole chair or two co-chairs. By special arrangement, retired faculty members who were affiliated with a Rackham doctoral program or research professors may serve as sole chairs. Persons who may serve as co-chair, but not sole chair, include:

- tenure or tenure-track members of the University’s instructional faculty who are not affiliated with a Rackham doctoral program;
- research faculty;
- instructors and lecturers;
- similarly qualified University faculty or staff, or person from outside the University; and
- former University faculty members who have moved to a faculty position at another university.

For further information on the composition of the dissertation committee and roles of the members, see “Guidelines for Dissertation Committee Service” (<http://www.rackham.umich.edu/downloads/oard-dissertation-committee-guidelines.pdf>).

Doctoral students must submit a “Dissertation Committee Form” (<http://www.rackham.umich.edu/downloads/oard-dissertation-committee-form.pdf>) to their graduate program at least six months prior to the defense. If committee membership changes, the student must submit a revised form to Rackham OARD prior to the oral defense.

5.4.4 Human Subject and Other Research Approval

Federal regulations and University policy require that all investigations using human beings as subjects of research be reviewed and approved by an appropriately constituted Institutional Review Board (IRB) before such investigations may begin (<http://www.irb.umich.edu/>). No dissertation based on the use of human beings as subjects can be accepted without prior review and approval by the appropriate IRB. In many instances, the faculty advisor will request the review, but graduate students should verify with their advisors that the necessary review has taken place and approval for the investigation has been granted. See the Office of the Vice President’s Website, Use of Human Volunteers in Research (<http://www.drda.umich.edu/policies/humans.html>).

Special approval may also be required for animal research. See the Website of the University Committee on Use and Care of Animals (<http://www.ucuca.umich.edu/policy.htm>).

5.4.5 Use of Copyrighted Material

Doctoral students are required to receive written permission from the copyright owner for any material to be used in the dissertation that falls outside the guidelines of “fair use.” See http://www.proquest.com/assets/downloads/products/UMI_CopyrightGuide.pdf.

5.4.6 Dissertations in Languages Other Than English

If the primary literature on a subject matter is in another language, and the dissertation addresses a community of scholars who publish in a language other than English, a student may elect to write the dissertation in that language provided that all committee members speak and read the language and support its use in the dissertation. If a reasonably broad English-speaking community of scholars is actively pursuing the dissertation's general topic, the dissertation should be written in English. All dissertations must include an abstract and title page in English. A second title page in the language of the dissertation may be included or the English title page may also include the title in the dissertation language underneath the English title.

5.4.7 Dissertation Formatting Requirements

The style and format of the dissertation must meet Rackham's style and formatting requirements. See the "Abstract and Dissertation Format Guidelines" (http://www.rackham.umich.edu/downloads/Dissertation_Format_Guidelines.pdf) and "Most Common Abstract and Dissertation Format Errors" (<http://www.rackham.umich.edu/downloads/mostcommonformaterrors.pdf>).

5.4.8 Oral Defense Preparation

A candidate must register online (<https://secure.rackham.umich.edu/OARD/predef>) to schedule a group pre-defense meeting with a representative of Rackham OARD. The pre-defense meeting must take place at least 10 working days before the oral defense. Candidates are encouraged to bring a copy of the dissertation for a format review or may choose to submit it by mail no later than 3 weeks before the scheduled oral defense. Details on the mail-in option can be found in Rackham's *Dissertation Handbook* (http://www.rackham.umich.edu/dissertation_information/the_dissertation/). OARD staff and the candidate review steps to complete the degree and the candidate receives dissertation evaluation forms to distribute to the committee members.

- Oral defenses must be public. Candidates provide OARD with the date, time, and location of the defense, and OARD will publicize the information. Special requirements for the Doctor of Musical Arts include at least three recital programs.
- As soon as possible but no later than 10 working days before the oral defense, a candidate should distribute copies of the dissertation, abstract, and dissertation evaluation forms to all committee members. A committee member who does not receive a copy of the dissertation and an evaluation form at least 10 working days before the defense may ask for a postponement.
- Rackham OARD authorizes the oral defense. At least 3 working days before the oral defense, Rackham OARD must receive and review dissertation evaluation forms from the committee members.
- Prior to the defense, the candidate must pick up a sealed oral defense packet from Rackham OARD and deliver it, unopened, to the dissertation chair or co-chair at the oral defense.

5.4.9 Final Oral Examination Report

The Final Oral Examination Report should be submitted within 48 hours, but no later than the deadline for the final term of enrollment. The student should confirm with the chair that the report has been submitted. Any disagreement over the acceptability of a dissertation will be resolved by the Dean of the Graduate School, who will act as final arbiter in consultation with the Dissertation Committee members. The Certificate of Dissertation Committee Approval must be submitted no later than the deadline for the final term of enrollment (*section 5.4.13*).

5.4.10 Post-Defense Meeting and Dissertation Revisions

The candidate must register with Rackham OARD for a post-defense meeting (<https://secure.rackham.umich.edu/OARD/postdef>). The final paperwork that must be submitted to Rackham OARD includes:

- a complete, final, correctly formatted, unbound copy of the dissertation to be microfilmed by ProQuest/UMI
- completed ProQuest/UMI agreement form
- two copies of the correctly formatted abstract
- for Doctor of Musical Arts, three copies of recital programs
- one extra copy of the title page
- copies of any written permission secured for use of copyrighted material in the dissertation
- if print copy submitted for the University Library, a dissertation binding receipt (*section 5.4.11*)
- application for graduation via Wolverine Access
- online exit survey of Rackham Doctoral Recipients (optional)
- NORC survey (Survey of Earned Doctorates)

To avoid registering for another term or having the degree awarded in a following term, the candidate must submit these materials to the Graduate School, either in person or by mail, by the published OARD deadline (<http://www.rackham.umich.edu/rhd.php?id=73>) for the final term of enrollment. A candidate who fails to submit these materials by the deadline will be required to register for another term, or may be awarded the degree in a later term.

Candidates must submit final formatting revisions to Rackham OARD within a year of the date of the defense. A candidate who fails to submit revisions by this deadline will be required to defend the dissertation again.

5.4.11 Submitting the Dissertation to the University Library

The University Library recommends that a digital copy of the dissertation be submitted to the Library as the copy of record. After the final format check, the candidate should submit electronically a digital copy of the corrected and complete dissertation. Once the degree is conferred, the Graduate School will release the dissertation to the Library for electronic access. In special cases, the Library will accept a print copy of a dissertation in lieu of a digital copy. In these instances, after the format check the candidate must bring a copy of the corrected and complete dissertation to a Rackham-approved bindery, and pay to have it bound for the University Library. Additional information is available in the Rackham *Dissertation Handbook* (http://www.rackham.umich.edu/dissertation_information/the_dissertation/).

5.4.12 Dissertation Embargo

Normally, all dissertations must be made publicly available upon degree conferral. Under limited circumstances, however, a student may request a delay in public access to his or her dissertation. It is the student's responsibility to request the embargo. A student may request a delay in distributing the dissertation for up to one year from the date of degree conferral if:

- the student (or a collaborator) is applying for a patent on research contained in the dissertation and does not wish to make the contents public until the patent application has been filed; or
- the dissertation includes confidential information that is time-sensitive.

Other circumstances for requesting restricted access to a dissertation will be considered only for compelling reasons.

A student who has submitted the dissertation in electronic form and is planning to publish material from it in a journal or with a publisher with a restrictive pre-publication policy may request that access to the dissertation be limited to University of Michigan users for a limited period of no longer than two years from the date of degree conferral.

The chair (and co-chair, if any) of the dissertation committee must review and endorse an embargo request, which must be approved by Rackham OARD. Although the full text of dissertation will be embargoed, the title and abstract of the dissertation will be made available immediately after degree conferral.

Additional information is available at <http://www.rackham.umich.edu/downloads/oard-dissertation-embargo-policy.pdf>.

5.4.13 Final Dissertation and Degree Requirement Deadlines

Degrees are awarded three times a year, at the end of the fall, winter, and summer terms. The final dissertation deadline for degrees to be awarded at a given commencement is a firm date, and extensions are not permitted. Rackham OARD publishes the deadline dates (http://www.rackham.umich.edu/degrees/degrees_requirements/degrees_requirements.html).

rackham.umich.edu/rhd.php?id=73) for the intended final term of enrollment. By 5:00 PM EST on the published date, the candidate must have completed and submitted all degree requirements, including all format revisions, to Rackham OARD. A candidate who does not meet the final deadline cannot be listed among the degree recipients for that particular term, nor participate in commencement.

- Each year OARD publishes deadlines for conferral of degrees in the same term in which a candidate meets all requirements. Students meeting this deadline may participate in commencement exercises, which are held fall and winter terms only. Students completing in spring/summer may participate in a future commencement.
- OARD establishes two deadlines for conferral of degree in the following term without requiring a new registration.
 - The last day to defend is the last day of the term. Students whose oral defense is held beyond this date will be required to enroll for an additional term unless they have been granted an extension. To be granted an extension, a candidate must submit before the oral defense a note or e-mail from the chair of the dissertation committee that requests an extension and states that all revisions, corrections and other doctoral degree requirements will be completed by the deadline.
 - Rackham OARD annually publishes the last day to complete and submit all degree requirements without a new registration. If all requirements are not met by the published deadline, a new registration will be required. Candidates must submit final revisions to Rackham OARD within a year of the date of the defense (*section 5.4.10*).

5.5 Student-Initiated Ph.D. Programs

Some students have intellectual goals that encompass a combination of fields that do not exist formally as a degree program at the University. Rackham encourages and supports cross-disciplinary exploration and training, and allows well-qualified students to design their own Ph.D. programs as student-initiated degrees. A student-initiated Ph.D. program combines studies in two graduate programs that lead to a single Ph.D. degree citation (e.g., Ph.D. in Anthropology and Near Eastern Studies).

A student must complete at least one term of coursework in a regular Rackham doctoral program before applying to a student-initiated Ph.D. program. Applicants must demonstrate strong academic performance and have the support of faculty of both graduate programs. A student-initiated Ph.D. program may not include a Rackham Interdepartmental Program, as these are already highly interdisciplinary. Student-initiated degree programs may combine only the authorized names of the graduate programs. For example, a student interested in the history and philosophy of science may work toward a Ph.D. in the graduate programs of History and Philosophy. In this case, the degree program, and the degree citation, would be “History and Philosophy” and not “History and Philosophy of Science.”

Proposals for student-initiated Ph.D. programs are reviewed on an individual basis. Faculty advisors from the participating graduate programs must endorse the proposed program of study, which also must be approved by both graduate chairs and the Graduate School.

The proposed course of study should reflect the majority of requirements of both participating programs and specify all courses the student has taken and/or plans to take to satisfy these requirements. The proposal should also state how the student will meet the preliminary examinations of both programs necessary to achieve candidacy. The faculty who endorse the proposal may be asked to constitute an Advisory Committee to prepare and administer a special preliminary examination. The proposal should be submitted to Rackham OARD with a completed “Request Form for Student-Initiated Degree Program” (http://www.rackham.umich.edu/downloads/SIDP_Application_%20and_instructions.pdf).

When a student-initiated Ph.D. program has been formally approved, the student should form a dissertation committee as soon as possible. The committee must include at least two regular members from each associated graduate program. The dissertation committee is responsible for:

- supervising the student’s precandidacy work and making recommendations for any changes to the specifications of the degree program;
- conducting the preliminary examinations and all other requirements for candidacy, unless it has been previously specified that the student should be subject instead to the candidacy requirements of one or both departments; and
- supervising the student’s research and the writing of the dissertation.

A doctoral candidate who applies for a student-initiated degree program will revert to pre-candidate status (including the tuition assessment) until all candidacy requirements for the new student-initiated degree program are fulfilled.

6 Master’s Degrees

Rackham offers free-standing master’s degree programs in addition to master’s degrees awarded to students en route to the doctorate.

Credits earned before admission will not automatically be applied toward master’s degree requirements, and must be reviewed by both the graduate program and by Rackham. Students may apply for dual degree (*section 7*) and certificate of graduate study programs (*section 8*) but may not propose a student-initiated single-degree master’s program.

Time limit. A student in a free-standing master’s program is expected to complete all work within five years from the date of first enrollment in the program. Students exceeding this time limit must file a petition for modification or waiver of regulation (<http://www.rackham.umich.edu/downloads/petition.pdf>) with Rackham OARD. Petitions must describe explicitly the amount of work remaining and a timeline for completion. A student who fails to complete degree requirements within five years may be withdrawn and required to apply for readmission (*section 3.3.5*).

Residency requirement. Master's students must complete at least one-half of the minimum required credit hours registered as a Rackham student on the home campus (i.e., the campus on which the degree program is administered). Rackham does not require that these credits be concentrated in a certain number of terms, but programs may have such a requirement. Courses taken on a visited (audited) basis do not fulfill the residency requirement.

Minimum credit hours. Master's degrees require between 24 and 72 credit hours of graduate-level coursework, depending on the graduate program. Transfer credits must be approved by the student's program and by Rackham OARD (*section 4.2*) and must be officially listed on the University transcript to be counted toward this requirement. No 990, 995 or other course with "doctoral," "dissertation," or "preliminary" in the title may be counted toward a master's degree. Visited (audited) courses may not be counted.

Cognate requirement. Rackham recognizes the value of intellectual breadth in graduate education and the importance of formal graduate study in areas beyond the student's field of specialization. Cognate courses are those that are in a discipline or area different from a student's field of study, but are related or connected with some aspect of this field. Cognate coursework must be approved by the graduate program, and may be satisfied by:

- Completing 4 credit hours of cognate coursework in approved graduate-level courses with a grade of B- or better (graduate programs may have additional cognate requirements).
- Using coursework within the same department or program but in a subfield different from the student's own (a course in a student's program that is cross-listed as a course in another program may satisfy the cognate requirement, and, in this case, the graduate program should notify Rackham OARD).
- Using credit officially transferred from another institution (*section 4.2*) in another field of study.
- Completing graduate coursework at another institution that meets the expectation of the cognate requirement without officially transferring the credit to the transcript. The student must provide Rackham OARD with an official transcript, including the courses and credit hours, and the graduate program should notify Rackham OARD. These courses do not apply toward the minimum requirement for the degree and do not appear on the University transcript.

Additional program requirements. In various fields of specialization, master's programs may specify additional requirements. These may include additional graduate-level coursework, reading knowledge of a foreign language, work-experience or practicums, thesis or research essay, and/or a final oral or written examination.

Application for degree. A student who has completed all work must use Wolverine Access to apply for graduation (degree). Deadlines for each term are published by Rackham OARD (<http://www.rackham.umich.edu/rhd.php?id=81>). Students must apply for graduation by the published deadline to have their names published in the commencement program. A student who fails to

complete all requirements during the term in which the degree application is submitted must re-apply to be considered again for the degree. Master's diplomas are not distributed at commencement but are mailed.

7 Dual Degree Programs

A number of arrangements are available for students to pursue two degrees simultaneously. Dual degree programs lead to two different degree citations on the transcript and two separate diplomas. Dual degree programs allow a student to combine two graduate or graduate-professional programs, at least one of which is a Rackham master's or doctoral program, and may include a non-Rackham professional degree program. A dual degree program allows students to undertake complementary programs of graduate study simultaneously through streamlined curricular arrangements with limited double-counting of courses (*section 7.2*). Specific information about dual degree programs, including minimum credit hours required, credit hours that may be double counted, and awarding of degrees is available at <http://www.rackham.umich.edu/rhd.php?id=202>. Students should contact the graduate program(s) directly for more detailed information and other program-specific requirements.

A student in a Rackham doctoral or master's program must complete at least one term of coursework in good academic standing in a regular Rackham program before requesting admission to a dual degree program (*section 3.8*). Students pursuing any combination of master's degrees must complete an Add a Degree or Certificate Application (<http://www.rackham.umich.edu/rhd.php?id=90>), and, with the exception of cases indicated below, submit the appropriate "Dual Degree Course Elections" form (<http://www.rackham.umich.edu/rhd.php?id=202>) that lists all courses to be used toward the requirements of both programs.

7.1 Student-Initiated Dual Degree Programs

A student may seek arrangements for a dual degree program that is not among those already approved by the Graduate School. A dual degree program may not include a student-initiated single degree program which already combines study in two programs. Student-initiated dual degree programs are reviewed on an individual basis and must be approved by both graduate programs and the Graduate School.

Students may request dual degree programs in the following combinations:

- a doctoral degree in one field of specialization and a master's degree or certificate in another field. No dual degree election form is required for this combination;
- two different master's programs;
- a master's and a Rackham certificate of graduate studies program (students may overlap a certificate of graduate studies program with no more than one master's degree program);
or

- a degree in the Graduate School and a post-baccalaureate degree in a professional school of the University (e.g., M.A. and J.D.). Students must meet all requirements of both programs. If the units assess different tuition and fees for a term in which a student is taking courses in both units, the student will be charged at the higher rate.

7.2 Double-Counting Credit Hours for Dual Degree Programs

Students in dual degree programs may double-count a limited number of credit hours toward the requirements of both degrees. Double-counting of credit hours for two certificate programs is not allowed. To request double-counting, a student must complete a “Dual Degree Course Election Form” (<http://www.rackham.umich.edu/rhd.php?id=202>) no later than one term prior to completing the second degree. Double-counting rules specific to each dual degree program are found on the Rackham Website (<http://www.rackham.umich.edu/rhd.php?id=202>). The following general guidelines apply:

- Double-counted courses must be taken within five years of the first date of enrollment of the current degree program.
- To preserve the integrity of each Rackham degree, at least half of the minimum required credit hours for each Rackham degree must be earned in the Rackham program under a Rackham registration and counted solely for that degree. For example, a student enrolled in a 36-hour Rackham master’s program may not apply more than a combination of 18 transfer and/or double-counted credit hours toward the Rackham program.
- A graduate program may overlap with only one other program for the purpose of double-counting credit hours. Credit hours may never be used for three or more programs. If a student seeks a third certificate or program, it must stand alone.
- Graduate programs may limit the double-counting of credit hours below the Rackham maximum, but may not allow double-counting above the Rackham limit. Some programs do not allow double-counting of credit hours.
- For a student pursuing a doctoral degree who wishes to use some credits earned in the doctoral program toward a master’s in another field, faculty in the master’s program will decide how many may apply toward the master’s degree. No course numbered 990, 995 or with “doctoral,” “dissertation,” or “preliminary” in the title may be counted toward a master’s degree.
- For students in a Doctor of Musical Arts program, courses taken while registered in Rackham count toward the Required Fee Total requirements within the specified limits (*section 2.1*).

The maximum number of credit hours that may be double-counted for a dual degree program is determined by adding the minimum number of hours required for each program and dividing by six. For example:

Minimum credit hours required for Degree A	30
Minimum credit hours required for Degree B	36
Total	66
Maximum number that may be double-counted	11

Any resulting fraction is rounded down to the nearest whole number of credit hours. Credit hours for a single course may not be split; a course must be double-counted in its entirety or not at all.

8 Certificate of Graduate Studies Programs

A Rackham certificate of graduate studies is a non-degree credential that is less extensive than a master's program and provides a specialized set of courses that supplements a primary field of study. A student must apply to the Graduate School for a certificate program. Students already enrolled in a Rackham or non-Rackham graduate degree program must complete at least one term before applying (<http://www.rackham.umich.edu/downloads/admissions/forms/Changeof-Program.pdf>). Some certificate programs, however, are free-standing, and persons who have earned a bachelor's degree or higher may apply directly through standard admissions procedures. Between 15 and 19 graduate credit hours of coursework are required to earn a certificate.

The following general rules apply:

- Students in a non-Rackham program must be registered only in Rackham for at least half the certificate program.
- Only Rackham courses may be used to meet certificate requirements; no transfer credit or undergraduate courses may be applied. All credits must be completed on the home campus, i.e., the campus on which the degree program is administered.
- Not more than one-sixth of the credits required for a master's degree may be double-counted with a certificate. Double-counted courses may not exceed one-half of the certificate requirement and may not be used to fulfill requirements of other degrees or certificates (*section 7.2*). No double-counting is permitted for free-standing certificate programs.
- The student must have a minimum cumulative grade point average of B (5.00 on a 9.00 point scale) in courses for the certificate program.
- A certificate must be completed within four years from the date of first enrollment in the program.
- A student who has completed all work must use Wolverine Access to apply to receive the certificate (Apply for Graduation). Deadlines for each term are published by Rackham OARD (<http://www.rackham.umich.edu/rhd.php?id=81>).

Information about specific certificates and requirements is available at the program Websites (https://secure.rackham.umich.edu/academic_information/programs/).

9 Sequential, Concurrent and Accelerated Undergraduate/Graduate Programs

Through special arrangements in certain fields of study, undergraduates with an exceptional academic record may apply in their junior or senior year to work toward a graduate degree while fulfilling the remainder of their requirements for a bachelor's degree. A student who is close to completing undergraduate requirements in three or three and one-half years may apply to start a graduate program while concurrently finishing the undergraduate degree. Applicants must have an outstanding record and have the endorsement of both graduate and undergraduate faculty. Admissions evaluation includes an assessment of the breadth of the undergraduate program, grades, commitment to the field, degree of motivation, academic ability, and other factors regularly considered by a graduate admissions committee. A student enrolled in both an undergraduate school or college and the Graduate School will be assessed graduate tuition and fees. The student must complete the bachelor's degree within one calendar year of enrolling in a dual undergraduate/graduate program. Students earning dual bachelor's degrees are not eligible for these programs. Program-specific requirements and information for admission are available at <http://www.rackham.umich.edu/rhd.php?id=183>.

Students admitted to a Rackham Concurrent Undergraduate/Graduate Study program are considered Rackham students, and master's degree policies apply.

Appendix

Academic and Professional Integrity and Procedures for Investigating Allegations
of Academic & Professional Misconduct

http://www.rackham.umich.edu/policies/academic_and_professional_integrity/

Academic Dispute Resolution Policy and Procedures

http://www.rackham.umich.edu/policies/dispute_resolution/academic_dispute_resolution/

Student Rights and Responsibilities

<http://www.umich.edu/~spolicy/statementsstudentrights.html>

Statement on Freedom of Speech and Artistic Expression

<http://www.umich.edu/~spolicy/statefree.html>

University of Michigan Student Rights and Student Records

<http://www.umich.edu/~spolicy/studentrights.html>

Information for Students Regarding Religious-Academic Conflicts

<http://www.umich.edu/~spolicy/religiousacadem.html>

Policy Statement on the Integrity of Scholarship & Procedures for Investigating
Allegations of Misconduct in the Pursuit of Scholarship & Research

<http://www.drda.umich.edu/policies/um/integrity.html>

Sexual Assault Policy

<http://www.umich.edu/~spolicy/assault.html>

Sexual Harassment Policy

<http://www.umich.edu/~spolicy/facstaffhass.html>

Faculty-Student Relationship Policy

<http://spg.umich.edu/pdf/601.22.pdf>

Employee-Student Relationship Policy

<http://www.umich.edu/~spolicy/employeestudentrelations.html>

Use of Human Subjects in Research

<http://www.drda.umich.edu/policies/humans.html>

Policy Statement on Animal Research

<http://www.ucuca.umich.edu/policy.htm>

University Ombuds

<http://www.umich.edu/~ombuds/>