



HORACE H. RACKHAM SCHOOL OF GRADUATE STUDIES
University of Michigan

STUDENT SERVICES: ACADEMIC RECORDS & DISSERTATIONS

915 E. Washington Street • 0120 Rackham Building • Ann Arbor, MI 48109-1070
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ADVANCING TO CANDIDACY

In order for you to be advanced to Candidacy, your department or program must complete and submit to the Graduate School a Recommendation for Candidacy Form, which certifies that you have either completed satisfactorily all departmental requirements for Candidacy or will have done so by the first day of classes in the term you are to become a Candidate.

Important: Each term has a specific deadline for completing the Preliminary Exams. Please see the Deadlines at: <http://www.rackham.umich.edu/OARD> or contact Academic Records and Dissertations (OARD) for details. The Candidacy forms must be submitted to Rackham no later than the last day of classes in the term the advancement is to take place. Students cannot be advanced to candidacy retroactively.

Verification of Candidacy. When OARD receives your Candidacy Recommendation Form, it will review your academic record to determine if you have completed all of the Rackham requirements for the doctorate except the dissertation.

Time Limits To Degree. You should plan to achieve Candidacy within four years (the average time is three years) of your first enrollment in the Rackham doctoral program and you will be expected to complete all requirements for your degree within seven years from the date of first enrollment. For reasons of childbearing or dependent care responsibilities, students may request an additional year. To extend the time limit due to these reasons or others, you should submit to Academic Records and Dissertations, a Petition for Waiver of Regulation requesting an extension of the seven-year time limit. In this petition you should explicitly describe the amount of work left to be done for the degree and the month and year in which you plan to defend. The Petition form is online at: <http://www.rackham.umich.edu/OARD>.

Candidacy Registration. All students are required to be registered (or eligible for campus services) during any term in which they draw University services. It is important for students to note that this includes faculty consultation and guidance in research. Doctoral candidates who register must elect Candidacy enrollment (course 995), which consists of 8 credit hours for a full term, or 4 credit hours for a half term.

Early Candidacy Registration. If you have been recommended for Candidacy, you may take advantage of early registration. However, you should register for Pre-Candidacy 990 or the appropriate departmental equivalent. Once your advancement to Candidacy has been approved by the Graduate School, the Registrar's Office will change your 990 election to 995, and your tuition for that term will be adjusted accordingly. If you have enrolled for a different course and do not have a 990 or 995 registration, eight (four in a half term) credit hours of 995 will be added to your record.

Candidates should be aware that tuition charges are based on Candidacy 995 enrollment (8 credit hours per full term, 4 for a half term). Therefore, the maximum number of RFTs that you can accumulate is 8 for a full term of enrollment, 4 for a half term of enrollment, even with Augmented Candidacy Enrollment.

Additional Course Benefit. When enrolling for Candidacy 995, you may elect one additional course per full term without payment of additional tuition. This course may be elected with either a full term or a half term of Candidacy 995 enrollment. For the spring/summer term, this means you may elect either one course for spring half or summer half, or one course for the full spring/summer term. These courses may be taken for credit or for a "visit".

Candidates who do not elect an additional course during a term of Candidacy 995 enrollment may "bank" the additional course, then select two additional courses during a subsequent term of Candidacy 995 enrollment. This "banked" course must be used concurrently with a Candidacy 995 enrollment, and only one course may be "banked" at any given time (i.e.,

no more than 2 additional courses can be taken during any given term). Also, courses may not be elected in anticipation of future "banking" (i.e., you cannot elect two free courses in one term, planning to take none the following term).

When you take a "banked" course, you will initially be assessed tuition for that course. This fee will be adjusted after the Registrar's Office reviews your record to ensure that all requirements for "banking" the free course have been met.

With the exception of a "banked" course, if you elect more than one course with Candidacy 995 enrollment you will be assessed the appropriate tuition per credit hour for that and any other course. Such courses, taken and paid for, accumulate Rackham Fee Totals. Students with Graduate Student Research Assistant (GSRA) or Graduate Student Instructor (GSI) appointments should check with the appointing department/program about coverage of fees for any additional courses taken.

Important: Additional and "banked" courses taken with Candidacy 995 do **not** count toward Rackham Fee Totals.