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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/prospective-students/admissions). 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.

Only when enrollment is necessary for professional development may University of Michigan faculty of professorial rank be admitted for graduate work for credit or earn a Rackham degree. Faculty may do so only with the approval of their chairs and deans of their departments or schools, and with the approval of the Rackham Dean. Faculty may not enroll in degree programs offered by their own departments (or schools, if these are equivalent units).

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 to Graduate Programs

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.

1.2 Admission as Non-Candidate for Degree

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. Applicants, for instance, may seek to continue their professional 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 3.10). 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/prospective-students/admissions/applying/non-degree-and-guest-applications/non-candidate-for-degree-application-instructions).

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/TopNav/Resources.aspx). 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.ro.umich.edu). 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://ro.umich.edu/resreg.php). 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 5.5.2.1) 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.ro.umich.edu).

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 U.S. 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**

U.S. 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 to be considered to be enrolled for full-time study.

- 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 5.5.8).

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**

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 either one course per term or more than one course for a total of no more than four credits without paying additional tuition beyond candidacy tuition. Courses may be taken for credit or as a visit (audit). A candidate who does not elect a course during a term of 995 enrollment may, in the next term, either register for courses for no more than 8 credits or register for no more than two courses that total more than 8 credits. 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 will be assessed additional tuition per credit hour.

### 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.

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 or designee, 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 or designee.

4. Leaves of absence will not be approved for prior terms.

5. Students are not eligible to request a leave of absence until they have completed one term of study in their Ph.D. program. 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. If the request is made and approved after the end of the third week of classes in the initial term the student will be discontinued and can apply for reinstatement at a later term.

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 academic 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, 5.5.1).

9. With the exception of a leave for military service, a student may be on leave for no more than four consecutive fall and winter semesters.

10. 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.

[1] Adjustments to tuition and fee charges for an emergency leave that begins after the start of a term are made according to the schedule set by the Registrar’s Office. Emergency leaves do not reverse the charges set by this schedule.

**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/policies/doctoral/phd-students/leave-of-absence/overview](http://www.rackham.umich.edu/current-students/policies/doctoral/phd-students/leave-of-absence/overview).

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/current-students/policies/doctoral/phd-students/leave-of-absence/overview.

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/policies/doctoral/phd-students/leave-of-absence/overview.

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/policies/doctoral/phd-students/leave-of-absence/overview.

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 on the last day of the term unless they are approved for a leave of absence or extramural study status or subsequently re-register during that term.

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 or the standing faculty committee of the graduate program. More than one faculty member must be involved in a reinstatement decision; in no case shall a reinstatement decision be made by a single faculty member. 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 program and the Graduate School remove or modify the status. If a student has been dismissed or required to withdraw, reinstatement may be granted only if the application has been approved by 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 5.5.1).

If approved for reinstatement by the Ph.D. program faculty, students who were discontinued during or after the spring 2012 term will be assessed a reinstatement fee upon their first registration. The fee will be equal to a quarter of the prevailing Rackham candidacy tuition at the term of reinstatement for each fall and winter term that he or she was discontinued from the program. The maximum reinstatement fee will be equivalent to two full terms of the prevailing Rackham candidacy tuition at the term of reinstatement regardless of the length of absence. When the Ph.D. program faculty approve the reinstatement of a former student who then registers in the program, the program is responsible for paying at least half of the assessed reinstatement fee. A student who faces a severe financial hardship may apply for a grant from the Graduate School to cover his or her portion of the fee.

### 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 D.M.A. 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/current-students/policies/doctoral/doctor-of-musical-arts-students).

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 3.0 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 5.5.1, 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. The Detached Study form must be submitted by the program’s graduate coordinator 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 pro-
gram, 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 D.M.A. 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, 5.5.1, 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://uhs.umich.edu/), Counseling and Psychological Services (http://caps.umich.edu), the Psychological Clinic (http://www.psychclinic.org/) and Services for Students with Disabilities (http://ssd.umich.edu/).
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, 5.5.1, 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 (https://secure.rackham.umich.edu/OARD/petitions/index_student.php) 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 Retroactive Withdrawal

A retroactive withdrawal is defined as a request made to withdraw from a course or term after the last day of classes. Any changes to the student’s enrollment record after the last day of classes are retroactive and should be considered an exception to University and Rackham policy. The University has a fiduciary responsibility to maintain and report an actual accounting of class and student enrollment totals to state, federal and other agencies. As such, at no point after the term has ended will a class be removed from the student record. It will remain on the record with a grade of “W,” if the exception is approved. Any request to retroactively withdraw from the term must be reviewed by the Dean of the Graduate School and must meet the following conditions to be considered:

1. Changes will be considered only within twelve months from the end of the term.

2. There must be a compelling case with sufficient documentation to support the appropriateness of the exception, which includes a justification for why the student did not seek an incomplete or withdrawal during the term.

3. The retroactive withdrawal must apply to all classes in the term unless a physical or mental health problem prevented the student from finishing a particular class.

3.9 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/prospective-students/admissions/applying/submit-your-application/start) 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).

3.10 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 (3.0 on a 4.0 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.

[1] Adjustments to tuition and fee charges for an emergency leave that begins after the start of a term are made according to the schedule set by the Registrar’s Office. Emergency leaves do not reverse the charges set by this schedule.

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 must be approved by the Registrar to carry graduate credit. 400-level courses usually require additional work for graduate students. Approved courses are listed by graduate program in Rackham’s Programs of Study Website ([http://www.rackham.umich.edu/academics/programs-of-study](http://www.rackham.umich.edu/academics/programs-of-study)).

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. The Registration Adjustment Request forms are available online under Printable Forms ([http://www.rackham.umich.edu/current-students/policies/forms](http://www.rackham.umich.edu/current-students/policies/forms)).

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/drngenuest.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/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, 1055 Administration Building, (313) 583-6321; 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/prospective-students/admissions/faq/guest-student.

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/prospective-students/admissions/faq/guest-student.

4.2 Transfer of Credit

Following the criteria below, graduate credits may be transferred to master’s degree programs only for up to half the credits required. 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., 3.0 on a 4.0 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.

Criteria for transferring credit:

1. Students may transfer credits for graduate-level courses taken while pursuing an undergraduate degree only if these were not used to fulfill requirements for a degree or certifi-
cate and only if Rackham receives confirmation that these courses were at the graduate level and required graduate-level work.

2. Graduate credit may be transferred from other accredited degree-granting universities with graduate degree programs for up to a maximum of 6 credit hours from universities that use the semester system, or up to 9 credit hours from universities that use the quarter system (the equivalent of 6 semester credit hours).

3. Graduate credit may be transferred from non-Rackham University of Michigan graduate programs, including those on the Flint or Dearborn campuses, for up to half the credits required for the Rackham degree.

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.

For transfer of credit, use the Transfer of Credit Request (https://secure.rackham.umich.edu/OARD/transfer-credit/). 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.ro.umich.edu. 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 request a drop or add via Wolverine Access. 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 4.5). For any other change of status (credit to visit, etc.) to a course during the term, a student must obtain signed approval from the course instructor and the chair of their graduate program on an election worksheet which is then submitted to the Registrar’s Office before the last day of classes. Students should contact the graduate program administrator for election worksheets or contact the Registrar’s Office at 1210 LSA Building, 500 S. State St.

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 Registration Adjustment Request to Rackham OARD that includes documentation confirming extenuating circumstances (section 3.8). 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 (3.0 on a 4.0 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 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 for programs on the Ann Arbor campus are converted into numbers, or points, as follows:

\[
\begin{align*}
A+ &= 4.3 \\
A  &= 4.0 \\
A- &= 3.7 \\
B+ &= 3.3 \\
B  &= 3.0 \\
B- &= 2.7 \\
C+ &= 2.7 \\
C  &= 2.0 \\
C- &= 1.7 \\
D+ &= 1.3 \\
D  &= 1.0 \\
D- &= 0.7
\end{align*}
\]

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 3.0 (points for a
grade of B+), or 9 honor points. The grade point average (GPA) is calculated by dividing Michi-
gan Honor Points earned for a term or more by the number of semester hours (or credit hours) for
the courses. A total of 45 MHP for 12 course credit hours produces a GPA of 3.75. For students
enrolled in Rackham programs on the Flint and Dearborn campuses, a grade of A+ is converted
to 4.0.

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.ro.umich.edu).

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 per-
formed 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 fin-
ishing 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, 5.5.1, 6);

- is demonstrating an ability to succeed in the degree program; and

- has a cumulative grade point average of 3.0 (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 (3.0 on a 4.0 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 (3.0 on a 4.0 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 5.5.1) 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 11).

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 qualifying 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 and who is not making satisfactory progress can 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 (3.0 on a 4.0 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 full-time 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 precandidecy; 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 coursework 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 Responsible Conduct of Research and Scholarship Training

Integrity in research and scholarship is a fundamental value of the University of Michigan. It is the responsibility of all students to conduct research and scholarly activities in an ethical manner at all times. An indispensable part of graduate education is for students to become knowledgeable about the responsible conduct of research and scholarship appropriate to their discipline or field of study.

Effective for new students in the fall 2014 term, all Ph.D. students are required to complete training in the responsible conduct of research and scholarship before advancing to candidacy. Each graduate program determines the content and methods for providing students with this education and for ensuring its successful completion. Requirements may take the form of a course, workshop, or be part of a larger professional development seminar, but must include at least eight hours of face-to-face contact between students and faculty members, with more than one faculty member involved.

The Graduate Chair must certify that each student who applies to advance to candidacy has completed the required training.

Training in the responsible conduct of research and scholarship is optional, but strongly recommended, for students in master’s and D.M.A. programs.

5.4 Advancing to Candidacy

Upon a student’s completion of the requirements for candidacy, the graduate program submits the recommendation through the online system at https://secure.rackham.umich.edu/OARD/atc/, 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/current-students/policies/doctoral/phd-students/candidacy-deadlines).

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 full-time 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.
5.5 Doctoral Dissertation Requirements

Rackham’s Dissertation Handbook (http://www.rackham.umich.edu/current-students/dissertation/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.

5.5.1 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.

5.5.2 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 either one course per term or more than one course for a total of no more than four credits without paying additional tuition beyond candidacy tuition. Courses may be taken for credit or as a visit (audit). A candidate who does not elect a course during a term of 995 enrollment may, in the next term, either register for courses for no more than 8 credits or register for no more than two courses that total more than 8 credits. 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 will be assessed additional tuition per credit hour.
5.5.2.1 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.

5.5.3 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 have their graduate program coordinator submit a Dissertation Committee form (https://secure.rackham.umich.edu/OARD/dcs/index.php/DCSForm/coordAdd) at least six months prior to the defense. If committee membership changes, the graduate program coordinator submits a new Dissertation Committee form.

5.5.4 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.hrpp.umich.edu/).

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).

5.5.5 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://media2.proquest.com/documents/UMI_CopyrightGuide.pdf.

5.5.6 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.

5.5.7 Dissertation Formatting Requirements


5.5.8 Oral Defense Preparation

A candidate must register online (https://secure.rackham.umich.edu/OARD/predef) to schedule a pre-defense meeting (in-person or remote) 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. OARD staff and the candidate review steps to complete the degree

• Oral defenses must be public. Candidates provide OARD with the date, time, and location of the defense, and OARD will publicize the information.
• As soon as possible but no later than 10 working days before the oral defense, a candidate should distribute copies of the dissertation and abstract to all committee members. A committee member who does not receive a copy of the dissertation and abstract at least 10 working days before the defense may ask for a postponement.

• At least 3 working days before the oral defense, Rackham OARD must receive and review dissertation evaluations from the committee members so that Rackham may authorize the final defense.

5.5.9 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 5.5.13).

5.5.10 Post-Defense Meeting and Dissertation Revisions

The candidate must register with Rackham OARD for a post-defense meeting (http://www.rackham.umich.edu/current-students/dissertation/defense). Requirements to be submitted to Rackham OARD include:

- final Oral Examination Report
- Certificate of Dissertation Committee Approval
- a final, correctly formatted PDF of the dissertation and abstract which will be the official copy of record and submitted electronically to the University’s Deep Blue digital archive
- application for graduation via Wolverine Access
- NSF Survey of Earned Doctorates
- for Doctor of Musical Arts in Music Performance or Music Conducting, a program from each of the three recitals or performances as well as a final, correctly formatted PDF of the abstract to submit to the University’s Deep Blue digital archive
- electronic submission of dissertation and abstract to ProQuest/UMI (optional)
- exit survey of Rackham Doctoral Recipients (optional)

To avoid registering for another term or having the degree awarded in a following term, the candidate must submit these requirements to the Graduate School by the published OARD
A candidate who fails to submit all requirements within one year from the date of the oral defense will be required to defend the dissertation again.

5.5.11 Submitting the Dissertation to the University Library

Every dissertation will be submitted electronically to the University Library as the official copy of record. After the post-defense format check, the candidate will upload a PDF of the final corrected and complete dissertation. Once the degree is conferred, the Graduate School will transfer the dissertation to the Library for electronic access in the Deep Blue digital archive. Additional information is available in the Rackham Dissertation Handbook (http://www.rackham.umich.edu/current-students/dissertation/the-dissertation).

5.5.12 Dissertation Embargo

Doctoral dissertations and abstracts are normally made publicly available upon degree conferral when they are deposited electronically in Deep Blue. In limited circumstances, a doctoral student may wish to postpone public release of the final dissertation of record that is deposited in Deep Blue, the permanent digital repository of the University Library.

A student who is considering such a postponement, also called a dissertation embargo, should discuss this option with his or her faculty advisor and the rest of the dissertation committee. The student is responsible for requesting an embargo of the dissertation, and the request must be approved by the chair (and co-chair, if any) of the dissertation committee. Embargo requests must be submitted before the final dissertation submission deadline with which the student is working.

Two dissertation embargo options are available.

1. **U-M-only access.** A student may choose to restrict access to the dissertation to members of the U-M community (those with a uniqname and a Kerberos password) for up to one year from the date of degree conferral. The title and abstract will be displayed in online listings of the University Library, but the content of the dissertation will not be available to view or to download.

2. **Full restriction.** A student may seek permission from the Graduate School for an embargo that restricts all access to the dissertation for up to one year from the date of degree conferral. Permission will be granted only when:
   
   - The student (or his or her collaborators) 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 information that is covered for a limited period of time by a confidentiality agreement or contains third-party proprietary information.

Dissertations that are fully restricted are not included in the online listings of the University Library and the title and abstract are not available to the public or the University Community. Unless the graduate requests and is granted permission for an additional year of U-M-only access, the dissertation will be fully released.

Dissertation embargo renewal. At the end of the one-year U-M-only or full embargo period, graduates may ask the Graduate School to postpone public release for an additional year at the U-M-only access level. Full restriction cannot be renewed. Permission from the Graduate School is required to renew a deferral. Permission will be given only for specific reasons, such as the graduate’s intention to publish work from the dissertation in a journal or book with a publisher that restricts consideration of manuscripts derived from dissertations that have been made available online. (Please note that most publishers do not have restrictive pre-publication policies.) It is the graduate’s responsibility to request a renewal of the U-M-only dissertation embargo. Permission is not guaranteed. Graduates may ask for up to two annual renewals, for a total of three years.

A student may independently choose among several levels of embargo for the copy of the dissertation that is deposited electronically with UMI/ProQuest.

5.5.13 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/current-students/policies/doctoral/phd-students/doctoral-degree-deadlines) 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 5.5.10).

5.6 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-initiated Ph.D. program may include an Interdepartmental Degree Program (IDP).

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. 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/oard-sidp-iidp-application.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 11) 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 submit a petition for modification or waiver of regulation (https://secure.rackham.umich.edu/OARD/petitions/index_student.php) 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/current-students/graduation/masters-degree-diploma-application-deadlines). 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 reapply 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/current-students/policies/academic-records/dual-joint-degree-programs. 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 3.9). Students pursuing any combination of master’s degrees must complete an Add a Degree or Certificate Application (http://www.rackham.umich.edu/prospective-students/admissions/applying/various-applications/apply-to-add-a-degree-or-certificate-program), and, with the exception of cases indicated below, submit the appropriate “Dual Degree Course Elections” form (http://www.rackham.umich.edu/current-students/policies/academic-records/dual-joint-degree-programs) 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/current-students/policies/academic-records/dual-joint-degree-programs) 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/current-students/policies/academic-records/dual-joint-degree-programs). 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 degree, 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. Student-Initiated Doctoral Programs

With the assistance of Graduate Chairs from two doctoral programs, a student may propose to initiate a Ph.D. program that combines different disciplines and fields and results in a doctoral degree with a single designation. Because of the breadth and depth of study required for these programs, only those students of exceptional preparation and focus should consider this option. An application (http://www.rackham.umich.edu/downloads/oard-sidp-iidp-application.pdf) must be submitted to the Graduate School that includes a statement of purpose and describes the proposed courses, other requirements, and the qualifying and preliminary exams. The application must be approved and signed by both advisors, by the Graduate Chairs of both programs, and by the Graduate School.

Only students admitted to a regular Rackham doctoral program who have completed at least one term of coursework may request a Student-Initiated Doctoral Program. An application for a Student-Initiated Doctoral Program should be submitted no later than the term before the student becomes a candidate. A student who is a candidate will be returned to pre-candidacy if the Student-Initiated Doctoral Program is approved; both programs must recommend re-establishing candidacy status.

A student in a Student-Initiated Doctoral Program should have advisors from both doctoral programs who will supervise pre-candidacy work; determine and conduct preliminary exams; and recommend the student for candidacy. A minimum of two faculty members from each program are required for the dissertation committee. A cognate member is not required for the dissertation committee.

9. Certificate of Graduate Studies Programs

A Rackham certificate of graduate studies is a non-degree credential for study and participation in a scholarly community around a focused topic of special academic interest. A certificate requires a specified set of courses and activities that supplement and enrich a student’s primary program of study. 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.

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. To earn a certificate, a student must complete a minimum of 9 credit hours of coursework plus an experience related to the goals of the certificate that is defined and approved by the certificate faculty. This additional work may take the form of non-credit experiential activity equivalent to at least a three-credit hour course (such as an internship, practicum, research, professional project or similar experience) or, alternatively, additional coursework of at least three credit hours up to a maximum of 19 credits.

The following general rules apply:

- Only graduate level 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.

• Not more than half of the credits necessary for a certificate that requires 10 or more credits of coursework may be double-counted with a master’s. If a certificate requires 9 credits of coursework, only 3 credits can be double-counted. Double-counted credits 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 (3.0 on a 4.0 point scale) in courses for the certificate program. Only courses eligible for Rackham credit may be used to meet certificate requirements.

• A person who is not a student in another Rackham program and who has been admitted to a free-standing certificate program must complete requirements within four years from the date of first enrollment in the program.

Information about specific certificates and requirements is available in the programs of study (https://secure.rackham.umich.edu/academic_information/programs/#certificate).

10. 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/prospective-students/admissions/faq/undergraduate-graduate-programs.

Students admitted to a Rackham Concurrent Undergraduate/Graduate Study program are considered Rackham students, and master’s degree policies apply.
11. Rackham Academic and Professional Integrity Policy

11.1 The Roles and Responsibilities of Graduate Students

This policy defines serious violations of academic integrity. Allegations of such violations will lead to inquiries conducted under the authority of the Graduate School or other schools and colleges, and may result in the imposition of serious disciplinary actions. Procedures for these inquiries are described below (see section 11.3).

Other units in the University maintain campus-wide policies and procedures concerning personal conduct (http://oscr.umich.edu/) including sexual harassment (http://spg.umich.edu/policy/201.89-0) and misconduct (http://studentssexualmisconductpolicy.umich.edu/content/university-michigan-policy-sexual-misconduct); assault, theft, cyber-misconduct and other violations (http://oscr.umich.edu/statement); discrimination and harassment in the workplace (http://hr.umich.edu/oie/discrimination/index.html); conflict of interest (http://research.umich.edu/conflict-of-interest/); use of information technology resources (http://cio.umich.edu/policy/student-policies.php); misconduct in sponsored research (http://research.umich.edu/policies/rcr/procedures-for-investigating-misconduct/); protocols for the conduct of research involving human subjects (http://www.hrpp.umich.edu) and animal use (http://animal.research.umich.edu/for-u-m-researchers/); and requirements concerning export controls and access restrictions for certain technologies (http://orsp.umich.edu/policies/federal/export_controls/export_controls_quick.html). Students engaged in research are expected to understand and follow the policies and regulations that apply to their investigations. Students are also responsible for learning and observing standards of professional conduct of their field.

Students are also accountable for maintaining the standards of academic integrity endorsed by their graduate program, which may set additional expectations.

11.2 Forms of Academic and Professional Misconduct

Offenses against the standards of academic integrity include the following categories of misconduct. These categories are not limited to the violations listed below, but may include other forms of misconduct.

11.2.1 Cheating or Obtaining an Improper Advantage

Includes:

- Copying from another’s exam or other evaluative assignment
- Using notes, books, digital devices or resources, or other materials for an exam or other evaluative assignment without explicit permission of the instructor
- Submitting work that was previously used for another class without the informed permission of the instructor
• Discussing or sharing information about questions or answers on an exam or other evaluative assignment without explicit permission of the instructor
• Giving, taking, or receiving a copy of an exam without explicit permission of the instructor
• Allowing another person to take an exam or complete an assignment for the student
• Attempting to change the result of an exam or other evaluation

11.2.2 Plagiarism

Includes:

• Representing the words, ideas, or work of others as one’s own in writing or presentations, and failing to give full and proper credit to the original source
• Failing to properly acknowledge and cite language from another source, including paraphrased text
• Failing to properly cite any ideas, images, technical work, creative content, or other material taken from published or unpublished sources in any medium, including online material or oral presentations, and including the author’s own previous work

11.2.3 Research Misconduct

Includes:

• The falsification of data, including the dishonest reporting of investigative results: i.e., tampering, manipulating, omitting, selective editing, or altering of laboratory or field data and research notes or records in a way that is deceptive and misrepresents investigative results
• The fabrication of data, including deception by inventing and misrepresenting laboratory or field data and research notes or records
• Data theft, including taking or using any data, methods, or procedures that are the work or property of others without permission and proper acknowledgment
• Interfering, inhibiting, or damaging the research of others
• Misuse of human subjects, including failure to obtain prior review and approval by the proper Institutional Review Board and failure to safeguard the well-being and private information of persons who participate in research
• Misuse of laboratory animals, including failure to secure prior review and approval by the University Committee on Use and Care of Animals and failure to provide humane care, handling and treatment in accordance with University policies
• Material failure to comply with legal requirements governing research
11.2.4 Dishonesty in Publication

Includes:

- Knowingly attempting to publish information or research that is false, fabricated, deceptive or misleading, or contains the plagiarized work of others

- Attempting to publish work without the permission and full and proper credit of others who have collaborated or contributed to the research, and to deny joint authorship, when appropriate

- The listing as authors of persons who did not contribute to the work

- Abuse of the peer review process, including simultaneous submission of a manuscript to more than one journal without approval from the respective editors; submission of previously published material without clarifying the extent of the previously published material; submission of a manuscript without the permission/agreement of all authors; and other actions and conflicts of interest that undermine the integrity of the peer review process

11.2.5 Abuse of Confidentiality

Includes unauthorized sharing or releasing information of others, including public or private sponsors, concerning ideas, data, research, grant proposals, manuscripts, patent applications, proprietary information, or other projects or activities that were given with the expectation that these would not be disclosed.

11.2.6 Misuse of Computer Facilities

Includes violations of the University’s Technology Policies (http://cio.umich.edu/policy/general-policies.php) for proper use of information resource infrastructure, sharing of information, privacy and security, data management, and digital copyright.

11.2.7 Misuse of Hazardous Substances Used in Research-Related Activities

Includes unauthorized possession, use, or distribution to others of dangerous or legally restricted chemical, biological, or radiological materials.

11.2.8 Fabrication, Falsification, or Unauthorized Modification of an Academic Record

Includes alterations to transcripts, grades, letters of recommendation, or other evaluations by or for any current or former student.
11.2.9 Obstruction of the Academic Activities and Scholarly Research of Another

Includes harassment, intimidation, or tampering with experimental data, research records and notes, written documents, creative products, technical equipment or chemicals, or with any object of study.

11.2.10 Illegal or Unauthorized Use of University Resources

Illegal or unauthorized use of University resources for the procurement, use, distribution, or sale of supplies, equipment, or other material.

11.2.11 Other Forms of Academic Misconduct

Engaging in other forms of academic misconduct that seriously deviate from standards of scholarly and scientific community.

11.2.12 Attempted Academic Misconduct

Attempted academic misconduct, or any effort to aid or encourage the academic misconduct of others, is a violation of this policy.

11.2.13 Professional Misconduct

Includes:

• Misrepresentation of one’s credentials or status, or failure to correct others’ inaccuracies or misrepresentation of one’s credentials, including professional experience and positions held (paid or unpaid) and timeframe

• Unethical consulting activity, including misrepresentation of one’s status, credentials, or expertise to secure a consulting assignment; unauthorized disclosure of confidential information; and knowingly taking on an assignment without the necessary knowledge or expertise

• Conflicts of interest, including conflicts that promote, benefit, or protect one’s self, family, friends, or business colleagues, unless these conflicts have been disclosed and have an approved management plan

• Failure to protect confidential records in accordance with relevant professional standards

• Other fraudulent behavior, including actions that the appropriate dean believes to call into question the student’s ability to ethically and competently join the profession

• Attempting professional misconduct or aiding or encouraging misconduct by others
Other violations of State or Federal laws or University policies brought to the attention of the Graduate School that are not explicitly mentioned in this policy will be evaluated to determine if they will be investigated as a violation of this policy.

### 11.3 Handling Allegations of Misconduct by Rackham Graduate Students

#### 11.3.1 Inquiries Concerning Non-Academic Misconduct

Criminal misconduct must be reported to the Division of Public Safety and Security. Allegations of other kinds of non-academic misconduct should be referred to the offices responsible for enforcing these University regulations and policies. These offices will inform the Rackham Resolution Officer when complaints involve Rackham students, and will consult with the Resolution Officer to determine how to proceed. These offices will inform the Resolution Officer in writing of the resolution of any case involving a Rackham student.

- The Office of Student Conflict Resolution ([http://oscr.umich.edu](http://oscr.umich.edu)) has policies and procedures for allegations of personal misconduct involving other students in violation of the Statement of Student Rights and Responsibilities ([http://oscr.umich.edu/statement/](http://oscr.umich.edu/statement/)), including sexual harassment and misconduct.

- The Office of the Vice President for Research conducts inquiries concerning violations of the University’s Policy Statement on the Integrity of Scholarship and Procedures for Investigating Allegations of Misconduct in the Pursuit of Scholarship and Research ([http://research.umich.edu/policies/rcr/procedures-for-investigating-misconduct/](http://research.umich.edu/policies/rcr/procedures-for-investigating-misconduct/)). This includes misconduct in externally-sponsored research and training; violations of protocols for the conduct of research involving human subjects ([http://www.hrpp.umich.edu](http://www.hrpp.umich.edu)) and animal use ([http://animal.research.umich.edu](http://animal.research.umich.edu)); abuse of guidelines that govern conflict of interest ([http://research.umich.edu/conflict-of-interest/](http://research.umich.edu/conflict-of-interest/)); and violations of other federal compliance requirements such as export control regulations and access restrictions for certain technologies ([http://orsp.umich.edu/policies/federal/export_controls/export_controls_quick.html](http://orsp.umich.edu/policies/federal/export_controls/export_controls_quick.html)).

- The Office of Institutional Equity is responsible for enforcing policy concerning discrimination and harassment in the workplace ([http://hr.umich.edu/oie/discrimination/index.html](http://hr.umich.edu/oie/discrimination/index.html)).

- The Office of the Chief Information Officer investigates allegations of misuse of information technology resources ([http://cio.umich.edu/policy/student-policies.php](http://cio.umich.edu/policy/student-policies.php)).

When a complaint involves both academic and non-academic misconduct, the non-academic complaint(s) will be resolved first and then the Resolution Officer will determine if additional action should be taken.
11.3.2 Who Conducts Investigations into Allegations of Academic and Professional Misconduct

The following schools and colleges maintain and use separate procedures for handling academic and professional misconduct by their students, including those who are in Rackham programs. The schools and colleges listed below also will use their procedures when students from other academic units, including students in dual degree programs, are alleged to have committed misconduct in a course that has its primary academic home in these units.

- School of Dentistry, Honor System Policy for Students Enrolled in Advanced Dental Education Programs (master’s degree students only; cases involving Ph.D. students will be adjudicated under Rackham’s procedures)
- School of Information, Academic Misconduct Policy
- School of Nursing, Student Code of Academic and Professional Conduct ([http://nursing.umich.edu/info/current-students/handbooks-policies](http://nursing.umich.edu/info/current-students/handbooks-policies))
- College of Pharmacy, Code of Conduct ([http://apps.phar.umich.edu/studentpolicies/pdfs/Academic_and_Professional_Conduct_Policy.pdf](http://apps.phar.umich.edu/studentpolicies/pdfs/Academic_and_Professional_Conduct_Policy.pdf))
- School of Public Health, Student Academic Conduct Standards ([http://www.sph.umich.edu/student-resources/mph-mhsa.html](http://www.sph.umich.edu/student-resources/mph-mhsa.html))

Schools or colleges that use their own procedures will inform the Resolution Officer when an inquiry is initiated into possible misconduct by a Rackham student.

The Graduate School is responsible for fair and consistent enforcement of sanctions for offenses committed by Rackham students. Schools or colleges that use their own procedures will inform the Resolution Officer when a Rackham student has been found responsible for a violation and will consult before assessing a sanction.

Schools or colleges may recommend certain sanctions to Rackham that can only be authorized by the Graduate School, including the suspension or expulsion of a student or the withholding or retraction of a Rackham degree.

The Graduate School will handle allegations involving Rackham students in all other programs, including all programs involving more than one school or college.

For an incident that occurs in a laboratory, library, computer facility, or other research unit, the head of the unit will notify the Resolution Officer who will consult with the student’s academic program and the Office of the General Counsel, if necessary, to determine where the allegation shall be investigated.
11.3.3 Reporting Allegations of Misconduct to Rackham

With exceptions indicated above in section 11.3.2, Rackham’s Resolution Officer oversees procedures for managing allegations of academic and professional misconduct by Rackham students.

This policy applies to Rackham students who are alleged to have violated Rackham’s Academic Integrity Policy or the honor code or academic integrity policy of their school or college. It also applies to former students who were enrolled in a Rackham program or course at the time of the alleged infraction, including those who have completed a Rackham degree.

A faculty member or other reporting witness who finds evidence of academic misconduct must notify Rackham’s Resolution Officer and provide evidence in writing as soon as possible.

Preliminary Inquiry

- The Resolution Officer will review the allegation with the reporting witness to determine if the complaint merits further consideration by Rackham or referral to other offices responsible for University policies and regulations.

- If no basis is found for proceeding with further consideration, the case may be dismissed or resolved informally and no record will be kept. If the reporting witness or program representative objects to informal resolution, he or she may ask the Dean or the Dean’s designee to reconsider this decision.

- When the assessment determines that there is a basis for further consideration by Rackham, the Resolution Officer will give written notice to the student with details of the alleged violations. The Resolution Officer will meet with the student to review the allegations and ask for an explanation. The student will respond to the allegations within ten business days of this meeting.

- Based on interviews and the information that has been gathered, the Resolution Officer will recommend whether or not the preliminary inquiry has established grounds for a formal hearing. With the concurrence of the Rackham Dean, the Resolution Officer will notify the student in writing of the outcome of the preliminary inquiry.

- If no basis is found for proceeding with formal consideration, the case will be dismissed or resolved informally and no record will be kept.

- If it is found that grounds exist for a formal hearing, the Resolution Officer will notify the student in writing of the charges and refer the case to a Rackham Hearing Board. Copies will be sent to the student’s program and the reporting witness.

11.3.4 Procedures for Academic Misconduct Hearings

The Hearing Board

A Hearing Board will be convened to adjudicate a complaint. It gathers information, holds a formal inquiry, determines if misconduct occurred, and submits findings and recommendations
for sanctions (if appropriate) to the Rackham Dean. The Board members are drawn from a pool of faculty and students appointed to the Rackham Integrity Panel. A full Board consists of two faculty members and one graduate student. No one will serve who has a conflict of interest. One faculty member serves as Chair. The Resolution Officer will advise the Board, the reporting witness, and the student about this policy and procedures to be followed.

**Graduate Program Representative**
The academic unit where the alleged misconduct occurred may select a graduate program representative to participate in the hearing. The representative may be the reporting witness, a department chair or program director, a faculty administrator, or other faculty member. The representative may make an opening statement; respond to the student’s opening statement; introduce evidence; call witnesses; question the student and all witnesses; and make a concluding statement.

**Student Advisor**
The student may bring an advisor to the Board hearing. The advisor may be a faculty member, administrator, friend or counselor, or an attorney. The student must notify the Resolution Officer in advance that an advisor will be present and if the advisor is an attorney. The advisor is not an advocate, but may provide personal support for the student. The advisor may not participate directly in the proceedings and may not address the Board.

**Preparation of Evidence**
Before the hearing, the reporting witness(es) and the student will provide the Resolution Officer with any documents to be offered as evidence. All information will be provided in advance to all parties. With the unanimous agreement of the Board, however, documents may be introduced for the first time at the hearing.

**Witnesses**
The student, the graduate program representative, and the Board itself may present information and call witnesses. A list of witnesses must be made available to all parties before the hearing. Witnesses may wish to make an opening statement but need not do so. The student, the graduate program representative, and members of the Board may question all witnesses. Witnesses are expected to tell the truth, and shall be present at the hearing only during their testimony.

**Procedures of the Hearing Board**
The Resolution Officer will provide all parties with advance written notice of the date and location of the Hearing Board meeting and a statement of the general format and procedures that will be followed, including the student’s rights. During the hearing the Resolution Officer will serve as a resource to the Board and to all parties. The meeting of the Hearing Board is closed to the public.

- The Chair may postpone a hearing if the student can establish, in advance and to the satisfaction of the Resolution Officer, that circumstances beyond his or her control make an appearance impossible. If after receiving proper notice the student fails to appear, the Chair may conduct the hearing without the student’s participation.

- The student may make an opening statement; respond to all statements made during the hearing; introduce evidence; call witnesses and question all witnesses; examine additional
evidence provided during the hearing; and make a concluding statement. The student is expected to tell the truth in all dealings with the Resolution Officer and the Board. Intentionally providing false information or attempting to mislead the Resolution Officer or the Board will be taken into account in determining any sanction.

- The Chair will conduct an orderly and expeditious proceeding and may discourage and exclude repetitious or irrelevant evidence and testimony; bar any person who disrupts a hearing or fails to adhere to hearing guidelines; and adjourn a hearing that has become disorderly.

- If the student withdraws from the University while allegations are under review, the Board will proceed with or without the student’s participation.

- Except when the student willfully chooses not to appear, no evidence will be heard or shared in the absence of the student, the graduate program representative (if designated), or any Board member.

**Recording of the Hearing**
Proceedings of the hearing are audio-recorded except for deliberations. Failure to produce or preserve an audible tape is not grounds for setting aside any determinations of the Board.

**Deliberative Session**
The Board deliberates in closed session and uses the preponderance of evidence as a standard of proof. That is, the Board will find a student to be culpable if it determines that the student is more likely than not to have committed an offense. It reaches a decision and recommends any sanctions by consensus, if possible, or by majority vote if consensus cannot be reached.

**General guidelines for sanctions**
The Hearing Board will recommend sanctions to the Rackham dean that are commensurate with the violation(s) found to have occurred. In making its recommendations, the Board will weigh mitigating circumstances and take into account aggravating factors that include, but are not limited to, past misconduct by the student; failure of the student to comply fully with previous sanctions; the degree of intent of the student in committing the violation; the severity and pervasiveness of the misconduct; and conduct during the hearing.

The Board may recommend the following sanctions, singly or in combination. This list is not restrictive; the Board may recommend other penalties that it determines are appropriate to the circumstances of the misconduct.

a. **Restitution.** Compensation for loss, damage, or injury paid to the appropriate party in the form of service, money, or material replacement.

b. **Educational project.** Completion of a class, workshop or project on the responsible conduct of research and scholarship.

c. **Service.** Performance of one or more tasks designed to benefit the community and help the student understand why her or his behavior was inappropriate.
d. **Corrective action.** Specific actions to redress the misconduct by retraction or correction of research or writing that has been published or presented, resubmission of an assignment, notification to publishers of improper research or authorship credit, or other steps.

e. **Formal reprimand.** A written reprimand to the student with a warning that future violations will be dealt with more severely.

f. **Grade change.** With the approval of the course instructor, assigning a grade record of No Report or Incomplete for a course or project; reduction of points/letter grade for an assignment or course; or assigning a lower or failing grade for an assignment or course. If a student drops a course after being notified of allegations of academic misconduct, and the student is subsequently found to have committed misconduct for which the Board recommends a sanction of a failing or reduced grade for the course, the course will be restored to the transcript and the new grade will be assigned.

g. **Course repeat.** The requirement that a course be repeated.

h. **Disciplinary probation.** Designation of a period of time during which the student is not in good standing. This may involve restrictions of privileges, the setting of behavioral expectations or other requirements, and the prescription of consequences for failing to meet probationary terms. The Registrar will note probation on the student’s transcript.

i. **Restriction from employment at the University.** Prohibition or limitation on University employment.

j. **Removal from specific courses or restriction from particular activities, services, or locations.**

k. **Suspension.** Separation from the University for a specified period of time or until stipulated conditions are met and suspension is lifted. The Registrar will note suspension on the transcript and place an academic hold on the student’s record for the duration of the suspension. The Rackham Dean will consult with the dean of the student’s school or college in imposing this sanction.

l. **Expulsion.** Permanent dismissal from the program and separation from the University, which will be noted on the transcript. This sanction may only be authorized by the Graduate School; schools or colleges that use their own academic integrity procedures may recommend this sanction to the Rackham Dean.

m. **Withholding a degree.** Withholding a degree for a determined period of time or until the student has met certain conditions to comply with sanctions. This sanction may only be authorized by the Graduate School; schools or colleges that use their own academic integrity procedures may recommend this sanction to the Rackham Dean.

n. **Revoking a degree.** The Board may recommend that a degree that has been awarded be revoked if it determines that the facts of misconduct, if known before the awarding of the degree, would have resulted in a decision not to confer the degree. This sanction may only be authorized by the Graduate School; schools or colleges that use their own academic integrity procedures may recommend this sanction to the Rackham Dean.
11.3.5 Findings and Decision

Advisory Report
The Hearing Board will submit a written advisory report notifying the Rackham Dean of its decision, including a summary of findings of fact and the decision of the student’s culpability. If the student is found to have violated academic integrity policies, the report will recommend sanctions and the rationale for these. If the Rackham Dean has a conflict of interest or any other substantial reason that would prevent impartiality, an Associate Dean will receive the report. The report will be shared with the student, the reporting witness, and the Resolution Officer.

Review of recommendations for sanctions
To maintain consistency and fairness, the Rackham Dean or designee may consult with the Resolution Officer, the Dean of the student’s school or college, and other persons with experience to review the recommended sanctions. The Rackham Dean, at the recommendation of the Resolution Officer, will determine sanctions to be applied, and will communicate the decision in writing to the student. Copies will be provided to the graduate program representative and to other offices and parties at the University directly involved in the hearing.

Records
The Resolution Officer will preserve all written and recorded notifications, reports, correspondence and other materials, together with the recording of the hearing, and maintain a case file that includes attendance, date(s), location(s), and other basic information. The case file will be kept as part of the student’s educational record for at least six years after the student’s final term of enrollment.

11.3.6 Appeal

The student may appeal a decision on grounds that: 1) procedural error compromised the proceeding; 2) significant new evidence has become available that was not considered during the hearing; or 3) the sanctions are excessive or inappropriate relative to the violation. The appeal must include a statement of the grounds for appeal and the supporting facts.

Filing an Appeal
An appeal must be made in writing to the Resolution Officer within fifteen business days after receipt of the decision. Requests for exceptions to this deadline must be made within this period. If the appeal includes new evidence, the appeal will be shared with the reporting witness who will have the opportunity to provide a written response.

An Associate Dean of the Graduate School will review the request for reconsideration. If the Associate Dean finds that the appeal provides insufficient grounds, the decision will stand with no further appeal. If the Associate Dean finds that the case warrants reconsideration, the Resolution Officer will select an Appeals Board to review the case and make recommendations to the Dean.

The Appeals Board
The Appeals Board consists of two faculty members and one graduate student drawn from the Rackham Integrity Panel, and will not include members of the original Hearing Board. No one will serve who has a conflict of interest.
The Appeals Board will evaluate the appeal in the context of the case file. The Appeals Board will see all materials used during the original hearing and all new evidence introduced by either party. The Appeals Board will not re-hear the case or call witnesses except when the members of the Board decide that new evidence is necessary. After reaching a conclusion by consensus, if possible, or by majority vote if consensus cannot be reached, the Appeals Board will make a written recommendation to the Rackham Dean. The recommendation may let stand the original decision and sanctions; revise the sanctions; or reverse the decision of the Hearing Board.

**Decision and Communication**

After receiving the recommendation of the Appeals Board, the Rackham Dean or the Dean’s designee may decide to let the original decision stand; to alter the earlier decision and/or sanctions; or to reverse the original decision.

The Dean or the Dean’s designee will prepare a letter to the student outlining the decision. Copies of the letter will be provided to the representative of the graduate program and to other offices and parties at the University directly involved in the hearing. The decision is final; no further appeal will be heard in the University.
Appendix

Academic and Professional Integrity and Procedures for Investigating Allegations of Academic & Professional Misconduct
http://www.rackham.umich.edu/current-students/policies/academic-policies/section11

Academic Dispute Resolution Policy and Procedures
http://www.rackham.umich.edu/current-students/policies/dispute-resolution

Student Rights and Responsibilities
http://oscr.umich.edu/statement/

Statement on Freedom of Speech and Artistic Expression
http://spg.umich.edu/policy/601.01

University of Michigan Student Rights and Student Records
http://ro.umich.edu/ferpa/

Information for Students Regarding Religious-Academic Conflicts
http://provost.umich.edu/policies-procedures/religious-holidays/

Policy Statement on the Integrity of Scholarship & Procedures for Investigating Allegations of Misconduct in the Pursuit of Scholarship & Research
http://research.umich.edu/policies/integrity-policy/

Sexual Assault Policy
http://studentsexualmisconductpolicy.umich.edu/content/university-michigan-policy-sexual-misconduct

Sexual Harassment Policy
http://spg.umich.edu/policy/201.89-0

Faculty-Student Relationship Policy
http://spg.umich.edu/policy/601.22

Employee-Student Relationship Policy
http://spg.umich.edu/policy/601.22-1

Use of Human Subjects in Research
http://www.hrpp.umich.edu/

Policy Statement on Animal Research
http://animal.research.umich.edu

Academic Laboratory and Research Safety Policy
https://www.rackham.umich.edu/current-students/policies/academic-policies

University Ombuds
http://ombuds.umich.edu