

## **Extramural Study Status Information and Checklist (Rackham Ph.D. Students Only)**

*A student who pursues study relevant to the Ph.D. at another educational institution for a period of time that overlaps substantially with a University of Michigan fall or winter term may be eligible for extramural study status. A student must seek authorization in advance from Rackham for extramural study, providing documentation confirming acceptance to the course of study and proof of registration or confirmation of payment of tuition and/or fees.*

### **To be eligible for Extramural Study, all of the following conditions must be met:**

- The student is in good academic standing.
- The student has completed at least one Fall or Winter semester of study in the Ph.D. program.
- The Ph.D. program's graduate chair confirms that the course or program is relevant to the student's degree and ability to complete the University of Michigan Ph.D.
- The course or program of study at the other institution is one that requires the payment of tuition or a registration-related fee for a student's enrollment.
- The course or program is at least 7 weeks in duration and overlaps at least 7 weeks of a single University of Michigan Fall or Winter semester as defined by the start and ending date on the University academic calendar.
- The expected duration of the student's Extramural Study Status does not exceed six Fall or Winter semesters. The duration of the current request for Extramural Study Status combined with any previous period of Extramural Study Status does not exceed the limit of six semesters over the course of the student's Ph.D. career.

### **Important:**

Rackham will not approve Extramural Study Status retroactively. If a student is discontinued from the Ph.D. program for any reason, s/he must apply for reinstatement to return to the Rackham program.

### **Student Checklist:**

- ✓ (If you are an international student) Meet with an International Student/Scholar Advisor at the International Center to discuss how immigration regulations will affect your proposed study elsewhere and to determine whether you can apply for Extramural Study Status. International students must have the International Center approve their application for Extramural Study Status before submitting it to Rackham.
- ✓ Complete the "Request for Extramural Study Status" form and discuss your plans with the Graduate Chair in your Ph.D. program. The Graduate Chair must approve your application for Extramural Study Status and confirm that the course/program is relevant to your UM Ph.D. program.
- ✓ Upload **all** of the following documents to the "Request for Extramural Study Status" application and submit:
  - Documentation on the course or program details that include the general purpose, tuition/fee requirements, and course or program length;
  - Proof of acceptance into the program (e.g., acceptance letter or proof of registration);
  - Proof of enrollment (e.g. copy of registration confirmation, copy of tuition bill/invoice, proof of fee assessment).

**If your "Request for Extramural Study" status is approved, there may be implications while you are on this status.**

*You will retain access to most University of Michigan student support services and resources, except:*

- Student Legal Services;
- The accommodative services of the Office of Students with Disabilities (although you may be able to access services through the institution at which you are a registered student).

*You are not eligible:*

- To apply through UM for new student loans intended to span the period of Extramural Study Status although you may be eligible to apply for loans through the institution at which you are a registered student;
- To have UM certify your enrollment for the purpose of continuing to defer student loan repayments, although you may be eligible to continue deferrals due to your enrollment at the institution you will attend.

*You may be able to purchase:*

- An extension of existing health insurance coverage at personal expense.

*You can purchase:*

- Access to Recreational Sports with a continuing student pass at personal expense;
- Access to 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 you may have.