This manual outlines the rules and regulations that govern graduate training in the Department of Psychology at The University of Michigan. Program areas may have more detailed requirements that go beyond the matters considered here; hence, the answer to a given inquiry will sometimes require consultation with the Area or Program Chairs.
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INTRODUCTION

The University of Michigan Psychology Graduate Program is one of the largest and best Ph.D. Psychology training programs in the world. We utilize the full resources of the University of Michigan to provide comprehensive and interdisciplinary training experiences in research and teaching. Graduate students routinely work with many faculty in different areas and at various research centers. More than 90% of the students who began their graduate studies in Psychology since 2000 have completed their Ph.D.s. They also achieved candidacy and completed their degrees more quickly than the average student in the social sciences division of Rackham Graduate School. And they prepare for careers in colleges and universities, in governmental agencies, in industrial plants and unions, in research organizations, in clinics, policy institutions, and in schools.

The objectives of this Ph.D. program are to permit the student to achieve:
1. A general knowledge of the broad subject matter of psychology
2. Mastery of a specialized field
3. Competence in organizing, interpreting, and communicating effectively
4. Experience with creating new research findings
5. Professional skills relevant to their field of specialization.

At its best, graduate education requires an intensive and intimate form of instruction. Psychology department faculty members are very accessible to students, and research opportunities are available in a wide variety of labs and projects. Although the department is one of the largest in the country, we have developed procedures that not only allow each student freedom in planning an individualized program of study, but also permit collaborative work with multiple faculty, other graduate students, undergraduates, and staff members.

The Department of Psychology offers Ph.D. training in six Areas (Biopsychology, Clinical Science, Cognition & Cognitive Neuroscience, Developmental, Personality & Social Contexts, and Social), along with three joint Ph.D. programs offered in conjunction with other university units (Combined Program in Education & Psychology, Joint Program in Social Work and the Social Sciences, and the Joint Program in Women’s Studies & Psychology). Faculty in each Area and Program determine admissions, establish required courses, approve degrees, and evaluate students’ progress.

These area programs and joint programs serve as the core focus for graduate training. The research life requires vibrant interaction and feedback among others knowledgeable about research. The active community life in the program requires participation in related colloquia and brown bag series, offered daily within the department, and regularly across the campus in related units such as the Institute for Social Research, the medical school, schools of Social Work, Public Health, Information, and Education, and many affiliated research programs. Graduate study requires “drinking in” the wealth of research activity constantly available across the programs.

Psychology Student Academic Affairs in the Department of Psychology oversees the administration, funding, and records of Graduate Students following the Rackham Graduate School Academic Policies that govern all graduate programs at the University of Michigan. Students are responsible for knowing the policies and procedures in the Rackham guide, as well as the requirements of their program and the Psychology Department. Students should maintain frequent communication with advisors, Area Chairs, and the Student Academic Affairs office throughout the course of their studies to ensure that all requirements are fulfilled.
MENTORING

Each area and joint program has a group of faculty affiliated based on research interests, and students usually find this area a center or academic "home" throughout their program. The course requirements and preliminary exams differ by area, so will be admitted with an area program of specialization, or work with the faculty to set up a joint membership. The intellectual life in the department takes place in these area "homes," as well as across areas and programs through departmental-wide courses, events, and programs.

In addition, graduate students are required to identify a main advisor throughout their program. This mentor is usually also the major research mentor, who also guides the student through their research efforts. Students typically see their mentor individually or in lab meetings on a weekly basis. Often, students choose to work with additional faculty, jointly or separately, to broaden their research profile, and this is especially encouraged within Michigan's program. It is also possible to change mentors as desired. However, it is critical to remain in close contact with your major advisor throughout the process.

Effective mentoring relationships allow both parties to raise issues, solve problems, and adjust processes to work for both the graduate student and faculty member. Informal discussions should take place throughout the year. In addition, please discuss these topics as part of the annual student progress review while focusing on ways to strengthen the mentoring arrangement in the coming year.

- Progress toward degree requirements
- Academic advising (courses and teaching)
- Meeting schedule (frequency, duration, content)
- Attendance at relevant group meetings and seminars
- Feedback methods and timeliness
- Research projects planned and in progress
- Maintaining research records
- Resource needs
- Training needs
- Work environment
- Collaboration with, and supervision of, other team members
- Publications and authorship policies
- Attending professional meetings
- Work schedule, leaves, and vacations
- Support and encouragement
- Career choice advice and job placement

Before candidacy, if a student wishes to change their area program or joint program affiliation, they must formally apply to the second program. Because candidacy requires meeting the requirements of a specific area program, this may delay progression to candidacy. Students should consult with their mentor, the area or program chair of interest, and the SAA chair.

The area faculty can also serve as sources for guidance, and area events provide regular formal and informal occasions for contact. In particular, the area chair will serve as a source of information and assistance throughout the graduate program.

In addition, you are always welcome to consult the Student Academic Affairs chair about your program, or any aspect of your graduate studies. The SAA chair can meet with you confidentially, and assist you in working out any difficulties you may experience. If needed, mediation services are available through the college and through Rackham to quickly resolve any disputes. Addressing any concerns quickly is key to staying on track throughout your graduate program. The SAA chair and staff are dedicated to helping you progress as smoothly as possible to meet your goals.
Students who have completed graduate-level work prior to enrollment at Michigan should consult with their Area Chair and faculty advisor about the possibility of applying those courses to fulfill requirements. Requests for substitutions and exemptions of required courses should be made in writing to Student Academic Affairs with the endorsement of the student’s Area Chair and faculty advisor.

Course Requirements for all Psychology Students:

1) **Statistics:** Each first-year student must complete a two-semester sequence of statistics (PSYCH 613 and 614) with a grade of B- or better. Clinical students register for this course as Psych 988. Students may choose alternative courses based on their backgrounds and experience with statistics. Please consult with the SAA Chair to discuss options in statistical training. Continuing education in statistics through the ICPSR or other programs is highly recommended for all students throughout their program.

2) **Breadth Course Requirement:** Graduate students must take one breadth course outside their own Area but within the Psychology department, prior to advancement to candidacy. Students in joint programs (i.e., Women’s Studies/Psychology, CPEP, Social Work/Psychology) do not need to take a breadth course within Psychology as they already have a broad curriculum.

3) **Cognate Requirement:** Rackham Graduate School requires the completion of a minimum of four hours of graduate-level course work in a discipline different from the student’s field of study but related to some aspect of this field. Students should consult with their advisors about which cognates will best supplement their work in Psychology. Students must receive a grade of B- or better in order for the course to fulfill the cognate requirement. Courses offered for "S"/"U" credit do fulfill a cognate requirement; however, audited ("VI" grades) courses do not. A course in the Psychology program that is cross-listed as a course in another program may satisfy the cognate requirement. Graduate-level courses include any courses listed in the [Rackham Graduate School: Programs of Study](#).

4) **Research Experience and the 619 Project:** Students must complete an independent research project as a requirement for candidacy and a master’s degree. Students begin their Psychology 619 research project during the first term and complete it during their second year. This project should demonstrate the student’s independent research competence in methodology, data analyses, and scholarly interpretation. Students register for 619 credits with their advisor during the first and second years of graduate study, but grades are deferred (graded with a “Y” for “continuing”) until the project is completed. The requirement is a finished research paper that is evaluated by two faculty readers, the student’s advisor and a second reader from the student’s program.

5) **Area Core Courses:** Faculty in each area determine the core courses required in their area or joint programs. Students should always consult with their advisor and area chair for the appropriate course selections.
AREA CORE COURSE REQUIREMENTS

BIOPSYCHOLOGY
1) PSYCH 731: Advanced Seminar and Practicum in Physiological Psychology
2) Three advanced lecture or seminar courses relevant to biopsychology
   Recommended: One course in Neuroscience and one course in Evolutionary Biology

CLINICAL SCIENCE
(Please note that changes may be made in order to comply with APA and licensing requirements. If changes are required, you will be notified in writing. Any exceptions must be approved by the Clinical Area Chair.)
1) Psych 605 Department Ethics
2) Ten Area Courses
   a. Psych 670 Research Methods
   b. Psych 671 Foundations of Psychological Assessment
   c. Psych 672 Introduction to Intervention and Clinical Ethics
   d. Psych 771 Topics in Clinical Science and Practice
   e. Psych 776 Proseminar: Clinical Science in Historical and Cultural Contexts
   f. Psych 775 Adult Assessment Lab - OR - Psych 778: Child Assessment Lab Psych
   g. Psych 874 Theories of Adult Psychotherapy Introduction - OR - Psych 875 Introduction to Child Therapy
   h. Psych 876 Practicum in Clinical Psychology
   i. Psych 877 Lifespan Psychopathology – Childhood and Adolescence
   j. Psych 878 Lifespan II: Adult Psychopathology
3) Two additional breadth courses in biological, cognitive, emotional, or social areas of psychology (3 in total). All choices must be approved by your Clinical Area advisor.

COGNITION AND COGNITIVE NEUROSCIENCE
1) 2 area courses:
   a) PSYCH 634 Human NeuroPsychology
   b) PSYCH 643 Theory of Neural Computation
   c) PSYCH 644 Computational Modeling of Cognition
   d) PSYCH 958 Learning, Thinking and Problem Solving
   e) PSYCH 721 Mathematical Psychology
   f) PSYCH 722 Decision Processes
   g) PSYCH 743 Human Learning and Memory
   h) PSYCH 745 Psychology of Language
   i) PSYCH 746 Human Performance
2) 1 advanced seminar
3) 2 prelim courses (Psych 808)

DEVELOPMENTAL
1) Psych 605 Department Ethics Seminar
2) PSYCH 759 Proseminar in Developmental Psychology (2 terms)
3) Two area courses:
   PSYCH 751 Cognitive Development: Perception, Learning and Memory
   PSYCH 756 The Development of Language and Communication Skills
   PSYCH 757 Social Development
   PSYCH 758 Developmental Neuroscience of Human Behavior
   PSYCH 793 Emotional Development
   PSYCH 796 Development in Infancy
   PSYCH 797 Development in Adolescence
   PSYCH 798 The Psychology of Aging
PERSONALITY & SOCIAL CONTEXTS
1) PSYCH 653  P&SC Orientation
2) PSYCH 654  Classical and Modern P&SC Theories
3) PSYCH 854  Advanced P&SC Research Methods I
4) PSYCH 855  Advanced P&SC Research Methods II
5) 2 area seminar courses taught at 600 level or above by P&SC faculty members. These seminars cannot be “double-counted” to also meet the breadth or cognate requirements.

SOCIAL
1) PSYCH 681  Survey of Social Psychology (three terms)
2) PSYCH 682  Advanced Social Psychology
3) PSYCH 685  Social Psychological Theories
4) PSYCH 786  Research Methods in Social Psychology
5) Two of:
   a) PSYCH 785  Group Processes
   b) PSYCH 787  Psychology of Emotions
   c) PSYCH 788  Attitudes and Social Cognition

JOINT PROGRAM IN WOMEN’S STUDIES AND PSYCHOLOGY
Students must meet requirements within an area program in addition to these requirements:
1) WOMENSTD 501  Proseminar in Women’s Studies
2) WOMENSTD 530  Feminist Theory
3) WOMENSTD 891  Advanced Research
4) WOMENSTD 602  Approaches to Feminist Scholarship in the Social Sciences - OR - WOMENSTD 603  Approaches to Feminist Scholarship on Women of Color
5) 9 credit hours of additional coursework in WS (or crosslisted in WS)
See the Women’s Studies Ph.D. Handbook for additional information.

JOINT PROGRAM IN SOCIAL WORK AND PSYCHOLOGY
Students must meet requirements within an area program in addition to these requirements:
(1) Each student will take the pro-seminar (SW 800) plus at least five doctoral courses in social work.
(2) The five courses should include at least one course in three of the four SW curriculum areas (PIP, SSS, Research Methods, and Social Context). With the approval of the doctoral director, students can take one Independent Study class (DOC 900, 971-974, 975-978) as one of the five courses.

COMBINED PROGRAM IN EDUCATION AND PSYCHOLOGY (CPEP)
1) EDUC 716  Advanced Seminar on Issues in Education and Psychology
2) Edbehavr 800/PSYCH 861  Seminar in Ed PSYCH
3) EDUC 898  Professional Socialization
4) Methods Course (i.e. Ed 730 Methods of Classroom Res.)
5) One area course in Developmental
6) Two other psychology courses
7) Edbehavr 801/PSYCH 862  Seminar in Ed PSYCH
8) Two additional Education core courses:
   b) Educ 709: Motivation in the Classroom
   c) Educ 710: Learning, Thinking and Problem Solving
   d) Educ 720: Social and Personality Psychology Perspectives in Education
   e) Educ 721: Human Development and Schooling
   f) Educ 722: Models of Teaching and Classroom Instruction
GRADUATE CERTIFICATE PROGRAMS

**LIFE: International Program in Lifespan Development**
The goal of the research school is to provide international training experiences in the study of the systematic changes in human behavior over evolutionary and ontogenetic time. The general approach is aimed at advancing the behavioral and social science of human development. **LIFE** will take an integrative and interdisciplinary approach to understanding human development in a changing world, connecting evolutionary, ontogenetic, historical, and institutional approaches. The focus is on the evolution and interaction of individual and institutional development. The program recruits doctoral and postdoctoral students from one of the relevant disciplines (biology, psychology, sociology, anthropology, educational science, natural resource, and other relevant disciplines) who are interested in a life course perspective in human behavior. As an international and interdisciplinary program, **LIFE** offers students unique training in the dynamics of human behavior on different time scales and will include opportunities for research abroad at a cooperating institution. The program involves students at UM, the University of Virginia, The Max Plank Institute for Human Development, Humboldt University, the Free University of Berlin and the Chinese Academy of Sciences in Beijing. For UM students, participation involves participating in classes and seminars, attending four 1 week academies over the course of two years and developing collaborative research projects.

**Graduate Certificate in Lesbian, Gay, Bisexual, Transgender, and Queer Studies**
Designed for students already enrolled in a terminal degree program at the University of Michigan, the Certificate in LGBTQ Studies consists of graduate course work totaling 15 credit hours. The Certificate, which can be combined with either a masters or a doctoral degree, aims to:
- provide an interdisciplinary analysis of the function of sexuality, and particularly sexual identity, in the construction of individuals, as a form of minority discourse, as a signifier of cultural representations, and as a site of power.
- examine the processes by which sexual desires, identities, and practices are produced, represented, regulated, and resisted in the U.S. and globally, both in the past and in the present.
- address sexuality in a way that consistently demonstrates its interconnections to gender, race, ethnicity, and class.
Coursework for the Certificate in Lesbian, Gay, Bisexual, Transgender, and Queer Studies involves one core course, Introduction to LGBTQ Studies; one additional course in Women’s Studies on sexuality; and two courses, including one outside the discipline, on sexuality or LGBTQ topics. It culminates in an advanced research project designed to incorporate a LGBTQ perspective.

**Graduate Certificate in Women’s Studies**
Designed for students already enrolled in a terminal degree program at the University of Michigan, the Certificate in Women’s Studies consists of graduate course work totaling 15 credit hours. The Certificate, which can be combined with either a masters or a doctoral degree, aims to provide:
- analyses of contemporary feminist theoretical frameworks and methodologies, and their implications for academic disciplines and professional practices
- an inclusive approach that examines the intersection of gender and other social identities and categories of analysis
- an opportunity to broaden and enrich analytical skills in one or more disciplines while drawing on the interdisciplinary perspectives of Women’s Studies
- a challenge to the traditional separation of academic theory from political and professional practice
Coursework for the Certificate in Women’s Studies (established in 1982) involves core courses in feminist theory and methodology and advanced courses on women and gender in the discipline. It culminates in an advanced research project designed to incorporate a feminist perspective.
ACADEMIC POLICIES

A) Academic Standing
A student is in good academic standing if he or she:

- Is making satisfactory progress toward the completion of degree requirements and is within the time limits of the degree program
- Is demonstrating an ability to succeed in the degree program; and
- Has a cumulative grade-point average of 5.00 (B) or better.

B) Grade Policies
- Core courses, statistics requirements, and cognate coursework must be completed with a grade of B- or better. However, an overall grade point average of "B" or 3.0 is required of all students.
- Individual readings or research courses (i.e., Psych 619) will be graded "S" or "Y" if the work is in progress. If "Y" grades are used, a letter grade must be turned in upon completion of the research. The instructor will change all "Y" grades under the same course number to the letter grade when submitted.
- Students may receive a grade of Incomplete ("I") only if the work remaining to be done for the course by the end of the semester is limited and the instructor approves an extension for completing the unfinished work. The instructor must agree to this arrangement and determine a deadline for finishing the assigned work before a grade is given. When coursework is completed to the satisfaction of the instructor, the grade will appear on the transcript as, for example, "IB+." The notation of "I" remains a permanent part of the academic record.
- Students cannot choose to take a course "Pass/Fail."
- Any course for which a drop is registered after the third week in a full term will appear on the permanent transcript as a "W".

C) Student Evaluations
Each student's performance will be evaluated each May by the Area or Program faculty. The evaluation will assess progress in coursework, research, and formal and informal teaching. Students are asked to submit a progress report and vita. The funding plan for the coming year will be provided to each student to discuss with their research mentor. All students will receive a letter confirming their progress report in the summer.

In the event that faculty recommendations are made regarding changes in advisor, transfer to another program, interruption of study, requirements to remain in good standing, or recommendation to exit the graduate program, a representative of the Area will meet with the student to clarify the written report. Students who do not meet expectations communicated in the annual evaluations may be asked to leave the program before enrolling in another term.

D) Academic Calendar
The University of Michigan schedules its fall semester beginning on the first week after Labor Day in September, ending before December 23rd. The winter semester begins in the week following January 1st, and continues through the end of April. The spring/summer term runs May through August.

Students are expected to be on campus while enrolled in the graduate program and receiving funding, unless special circumstances arise, and approval from the SAA chair is obtained. Orientation for new graduate students in psychology programs is held in the last week of August.
ENROLLMENT POLICIES

All graduate students are required to register each Fall and Winter term under Rackham's Continuous Enrollment Policy. Students are also required to register during their term of defense.

A) Registration

Students can register for most Psychology graduate courses without faculty permission. If students receive the message “permission of instructor required” when they attempt to register for a course, they should contact the instructor directly to receive permission to enroll in that course. For Psych 619, Psych 990, and Psych 995, students log into a website to request permission to register for research courses, including their UM identification number, term, number of credits, and the course number. Once the permissions are processed by the Psychology SAA Office, students receive an e-mail stating they can register for the course through Wolverine Access.

When students are enrolled as Candidates, they must elect PSYCH 995 for 8 hours, and may elect one additional course each term they are registered. Candidates may "bank" the free course until the next term for courses elected for credit. If a Candidate elects more than one course (and if they do not have a banked free course), that student will be assessed the full tuition fees and it will be the student’s responsibility to pay additional fees. If appointed as a GSI, the student can elect to register for additional courses without paying the additional tuition fees. Students must also enroll for a full term of credits (8 hours) when they defend their dissertations, and no part of the fee for that enrollment is refundable.

After the first term, students will receive registration appointments to begin enrolling in courses. Students must register for at least one course before the first day of classes or they will be charged a $50 late fee. The Psychology Student Academic Affairs Office cannot pay any late fees for students.

To view a tutorial on how to register for classes in Wolverine Access, click here.

B) Leaves and Re-entry

Before taking a leave, it is required for students to discuss the options with their advisor and Area Chair, and are approved by the Student Academic Affairs Chair. International students also are required to consult with the International Center before taking a leave, as US immigration regulations may restrict eligibility. Leaves are requested through Rackham’s Leave of Absence system online (requires login).

Students on an official leave are not able to make progress towards their degree, and are not eligible for certain University services. Before taking a leave, it is necessary to create a re-entry plan with an advisor and the SAA Office. There are four types of leaves:

- Medical: A student will be granted a leave of absence for a serious physical or mental health condition that prevents continued participation in the program.
- Family Necessity or 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.
- Military Service: A student will be granted a leave of absence for the duration of a military service obligation to their country of citizenship.
- Personal Reasons: After completing at least one term, a student may request a one-term non-renewable leave of absence for personal reasons. No additional documentation is required for this type of leave. This form of leave may only be taken once during graduate study.

When students are ready to return from a leave, they should notify the SAA Office and their advisor to update your re-entry plan. A request to return from a leave of absence is also completed through Rackham’s online system. For more information, see Leave of Absence System.
THE FIVE-YEAR FUNDING PLAN FOR GRADUATE STUDY

The Department provides full financial support for ten academic terms over five years for every Graduate Student in good standing. Students serve as Graduate Student Instructors (GSIs) for five terms, and they are supported by various fellowships, grants, and departmental funds during the other five terms. There can be some variation among students regarding the timing of their teaching terms. In addition, there may be changes due to outside awards and fellowships. However, Department of Psychology strives to maintain equity in funding and resources for all students in this plan. The five-year plan is shown below.

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<th>Year in Program</th>
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<th>Spring/Summer</th>
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<td>Year 1</td>
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<td>PSYCH OFEL</td>
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*T = Tuition, S = Stipend, GC = GradCare*

The staff in the SAA office can provide you with up to date information on your financial awards, dates of payment, and assist you with changes you wish to make in your plans. Please feel free to contact them with your questions and concerns. Students may also be eligible for loans or other aid; please contact the SAA office for more information.

GRADCARE AND INSURANCE

All Graduate Students are eligible for medical and dental insurance. When students are on fellowship funding, their medical insurance is GradCare. For a brief overview of GradCare, please go to the following website: [http://www.uhs.umich.edu/gradcare](http://www.uhs.umich.edu/gradcare)

New students will be automatically enrolled in GradCare and Dental Option 1. The Benefits Office will send an email to new enrollees with instructions on how to elect additional benefits. Students are required to complete online benefits selections within 30 days of their first day of eligibility or they will receive the default insurance option. *If you do not need health care coverage*, please notify the SAA Office.

Whenever students are employed (as a GSI, graduate research assistant or graduate staff assistant), they are eligible for medical coverage through the Benefits Office. The benefits office will send an email to newly appointed students with the additional coverage options. For information regarding enrollment and eligibility on different funding sources please see the following website: [http://benefits.umich.edu/benefitgroups/grads.html](http://benefits.umich.edu/benefitgroups/grads.html)

For more information regarding your benefits, please feel free to contact the Benefits Office at 615-2000 locally, or 1-866-647-7657. You can also email your questions to benefits.office@umich.edu.
GRADUATE STUDENT AWARDS

There are many scholarly and financial awards offered by and through the Department. The Student Academic Affairs Office manages these awards and funding opportunities. The SAA Committee reviews applications and selects nominees or recipients for these awards. Many awards ask students to nominate themselves, so be sure to visit the website for more information. Additional awards and fellowships are available at institutions like NSF, NIMH, NSA, and private foundations. Please contact the office if you would like help in applying.

APA Student Travel Award
APF/COGDOP Graduate Research Scholarships
APA Dissertation Research Awards
James McKeen Cattell Award for Outstanding Doctoral Dissertation in Psychology
Rackham International Student Fellowship
Edward S. Bordin Graduate Research Fund
APF Elizabeth Munsterberg Koppitz Child Psychology Graduate Fellowship
Rackham Outstanding GSI Nominations
Marquis Award and Rackham/ProQuest Distinguished Dissertation Award
Psychology Dissertation Fellowships
Barbara A. Oleshansky Memorial Fund
Department of Psychology Dissertation/Thesis Grant
Rackham Barbour Scholarship for Asian Women
Rackham Predoctoral Fellowship
Rackham International Students Award
Shapiro/Malik Awards
Susan Lipschutz, Margaret Ayers Host and Anna Olcott Smith Awards for Women Graduate Students
Mary Malcomson Raphael Fellowship
Barbara Perry Roberson Memorial Award
Clyde Hamilton Coombs Scholarship in Mathematical Psychology
Hough Summer Research Fellowship for Psychology & Ethics
Daniel Katz Dissertation Fellowship in Psychology
Eric Bermann Research Award
Roger W. Brown Award
Pillsbury Graduate Research Award
Patricia Gurin Award
Howard Hughes Medical Institute
Ruth Hamel Award
Rackham Debt Management Award
IRWG Community of Scholars Fellowship

Rackham also awards grants on a non-competitive basis to students in good standing who submit requests meeting their guidelines for research expenses (Rackham Graduate Student Research Grants, eligible once as a precandidate, and once as a candidate), and Rackham conference travel awards, eligible annually. There are also additional funds from Rackham Emergency Fund Awards to handle student emergencies. Please notify the SAA office of your needs so they can coordinate assistance and inform others as needed.
RESEARCH ETHICS

The University of Michigan complies fully with the federal regulations regarding education of graduate students about ethical concerns in the field, called the “Responsible Conduct of Research” courses. Training seminars are completed as required by the NSF and NIMH for recipients of funding.

Protection of Human Subjects

All students in the Department of Psychology are required to submit any research proposal (including, but not limited to 619, 719, 819, prelims, dissertation) that uses human subjects, including the Introductory Psychology subject pool, for Internal Review Board (IRB) approval before any collection of data. Complete details for submitting proposals can be found at the IRB website. All proposals must be co-signed by a supervising faculty member.

Subject Pool

Allocation of subjects from the Introductory Psychology Subject Pool (PSYCH 111 & 112) is a process separate from IRB human subject approval. In order to use the subject pool, students must provide the Psychology Student Academic Affairs Office with copies of the IRB proposal and approval letter. Any questions regarding the subject pool should be directed to the Psychology Student Academic Affairs Office in 1343 East Hall (e-mail: subject.pool@umich.edu or Phone: 734-764-2580).

PEERRS Certification

All Psychology Graduate Students are also required to obtain PEERRS Certification before they conduct research with human or animal subjects. See the PEERRS website for details. It is recommended that you obtain this certification sometime during your first term in the PhD program.

Supervising Undergraduate Research Assistants

With approval from a faculty advisor, graduate students may engage undergraduates as research assistants to work on research projects. Typically, the undergraduate will register for one of the Psychology undergraduate independent study courses; however, graduate students are not able to serve as the main sponsor of an undergraduate honors thesis. The various courses for which the undergraduate may register are described at http://www.lsa.umich.edu/psych/undergraduate/curriculum/independentstudycourses.

There are restrictions on the number of credits undergraduate students may take in each of the independent courses. Please encourage students to consult the Psychology Student Academic Affairs Office if they have questions about independent study credit. As always, graduate student researchers shouldn’t hesitate to contact staff with questions. Researchers may recruit undergraduate research assistants by advertising on the Department of Psychology Research Listings. For the template for research listings, see Appendix A. Requests to have research listings posted to the website should be sent to psych.saa@umich.edu.

Human Subject Incentive Payments

All payments given to study participants need to be processed through the University’s Human Subject Incentive Payments (HSIP) system through wolverineaccess. Please see this website for more information: http://www.treasury.umich.edu/hsiptrainingresources.htm. If you would like to use your debit funds, or funds from a Rackham Research Grant awarded to you to pay study participants, please contact the SAA Office for more information.
Debit accounts are intended to provide equitable and flexible funding for research expenses during a student's graduate program. The funds are intended mainly to support students' research and travel expenses to professional conferences. Students must be in good standing in their program to receive an allocation. Debit accounts are administered through the Student Academic Affairs Office.

**Funding Levels**

- The annual funding for debit accounts is $400/year over five years, for a maximum of $2,000. In the event of budget fluctuations that affect the department, the annual allowance may be increased or decreased in a uniform manner for all students.

- Students in the Joint Program in Social Work & Psychology, and Psychology & Women’s Studies will be given half of the regular annual funding through the Psychology Department, and the other half through their respective program.

- Students in CPEP will receive funds through their program office.

**Allowable Expenses**

Debit accounts can be used to purchase consumable research supplies, copying and printing, research services (such as transcription or data analyses), memberships in professional organizations, journal dues, travel to professional conferences, and for professional development. The Student Academic Affairs Office will be the final authority on allowable expenses.

**Procedures & Authorization**

- Every student must request debit fund expenditures in writing to the Student Academic Affairs Office. Please see Appendix B for a template of a Debit Funds Request. The request should include an itemized list of expenses. The purpose and explanation of the expenditure can be made in a memo signed by the student and the student's advisor. The memo should include your U/M identification number. Each request needs to be reviewed before authorization is granted for the expenditure.

- If receipts are already available, they should be provided with the memo. If the purchases have not yet been made, receipts must be submitted within two weeks after the expenses have been incurred. Failure to provide the appropriate documentation will result in a freeze on the student's debit account.

- The expected rate of spending is $400 annually, and the balance of funds in a student's debit account will carry forward each year. The annual award for any student will be limited to $800/year, except in unusual circumstances and with the approval of the Student Academic Affairs Chair.

- All student debit accounts will expire when the funds are exhausted or on August 31st of the student's fifth year or upon completion of the program, whichever occurs first.

Additional research funding is available through Rackham Graduate School by application. Two separate awards can be attained, one as a pre-candidate and one as a candidate. These funds are then deposited in your debit fund for use in research. The website for application information is: http://rackham.helpserve.com/index.php?_m=knowledgebase&_a=viewarticle&kbarticleid=26
Teaching and learning are intertwined in graduate school, and the Psychology Department strives to maintain high quality experiences in both endeavors. The Psychology Department endorses the University's commitment to training of future teachers. Therefore, being a GSI in various courses and working to improve one's teaching effectiveness throughout graduate school is considered essential to becoming a professional psychologist.

6) The GSI expectation for all graduate Psychology students on the five-year plan is 5 terms of teaching at a .50 level. Two terms of teaching must occur before the end of the second year, and the other 3 by the end of year 4. The teaching responsibilities are usually in the Department of Psychology, but may be outside the department if approved by the student's advisor and the Student Academic Affairs Chair.

7) GSI workload can be reduced if a student is supported by non-Departmental funds that include tuition, stipend, and Grad Care. No exemptions from teaching are allowed for lesser alternative funding. If a student has full funding from outside sources, the teaching requirement will be reduced to a minimum of two total terms of teaching. The rationale is that students benefit from teaching experience even if financial support is not needed. The types of external funding that qualify for a reduction in teaching requirements

- **External Fellowships:** Awards include student-initiated applications to federal agencies and philanthropic foundations for Graduate Student funding, such as the National Science Foundation, the Ford Foundation, the American Psychological Association, the Department of Defense, etc.
- **University Fellowships:** Awards include student-initiated applications to departments such as Rackham, the Institute for Social Research or other departments at the University of Michigan.
- **Faculty Funded Awards:** These kinds of funding may be derived from research grants and fellowship programs in which the student is selected on the basis of individual merit to receive funding from a source within or outside the Psychology Department. This includes GSRA Appointments within the Psychology Department, or elsewhere in the University.

8) Students who are in good standing and have completed their GSI teaching requirements will be awarded a departmental research fellowship in their fifth year.

9) Exceptions to this funding plan may be negotiated among the student, the student's advisor, the Student Academic Affairs Chair, and the Department Chair.

10) Graduate students must apply for [GSI positions](#) online in a timely manner to be considered for positions. Appointment for additional terms depends upon adequate performance.

11) Assistance including individual consultations, midterm class feedback with students, workshops is available from the [Center for Research on Teaching and Learning](#). Consultations with psychology faculty and lecturers is available, along with other GSIs. Students should contact the SAA office right away if they experience any difficulties executing their GSI duties. If requested by course instructors, students must address any issues arising with their teaching performance in a timely manner.
GSI TEACHING DEVELOPMENT

All university instructors are required to complete training offered by the Center for Research Learning and Teaching before their first term of teaching. In addition, GSIs are required to complete one CRLT workshop (on a topic of their choice) during each term they are teaching.

The Department of Psychology requires participation in a training session for all GSIs who have not attended at least three department training sessions. GSIs appointed in the Department of Psychology for the first time will attend a one day workshop that goes over the "nuts and bolts" of teaching including syllabus preparation, first day of class concerns and lesson planning. These sessions are scheduled in late August, December, and April. Presenters will include Psychology lecturers, GSIs, other Department of Psychology faculty, and additional University of Michigan professionals (CRLT, CAPS, Office for Students with Disabilities, Psych IT, Darlene Nichols and other library support staff, etc.).

GRADUATE TEACHING CERTIFICATION

This program offers graduate students at the University of Michigan an opportunity to document professional development as college-level instructors and prepare for the faculty job search. The Certificate is coordinated by the Rackham Graduate School and the Center for Research on Learning and Teaching (CRLT) at the U-M. Participants who complete all program requirements receive a U-M Graduate Teacher Certificate. The Certificate does not appear on official U-M transcripts, but may be included on one’s curriculum vitae. This program is free and open to all U-M graduate students.

The U-M Graduate Teacher Certificate documents one’s professional development in six areas:

- Orientation to college-level teaching and learning
- Exposure to new teaching strategies through seminars and courses
- Experience as a Graduate Student Instructor for at least 2 semesters at the University of Michigan
- Mentorship on teaching from a faculty member
- Consultation on classroom teaching from an instructional consultant
- Preparation of a teaching philosophy statement

See U-M Graduate Teacher Certificate for general information and requirements.

SEXUAL HARASSMENT AWARENESS WORKSHOPS

The University of Michigan values a campus environment that allows for the safe and respectful exchange of ideas. Sexual harassment undermines such an environment. In an effort to encourage awareness of and conversation about sexual harassment, the College of Literature, Science, and the Arts (LS&A) has partnered with the CRLT Players to develop a series of workshops for faculty and graduate students.

Attendance at one of these workshops is mandatory for all newly admitted LS&A graduate students. More information about how to register will be provided at the New Student Orientation.
Preliminary exams vary across areas, and they include demonstrations of scholarship such as take-home essays, writing grant proposals, and preparing portfolios. Students should consult the Area faculty for details and timelines for completing this requirement, usually completed before the start of the student’s third year. In order to advance to candidacy, students must be in good standing.

**Biopsychology Prelim:**
1) First year project oral presentation (Fall term of 2nd year)
2) Formulating research questions and preparing a grant application (May of 2nd year)

**Clinical Science Portfolio Requirement:**
1) Brown Bag Research Presentation description
2) Submission of 1st authored manuscript
3) Submission of grant, fellowship, or external funding proposal application
4) CV
5) Practica evaluations

**Cognition and Cognitive Science Prelim:**
1) Completion of two Prelim course exams

**Developmental Prelim Exam:**
1) First year “Reflective/Integrative” paper
2) Second year “Professional Statement” paper
3) Second year take home exam

**Personality and Social Contexts Prelim Portfolio:**
1) Conceptual Essays (course-based)
2) Course Portfolio (design of new course)

**Social Psychology Prelim:**
1) Four-day take-home exam

Students in the **Joint Program in Women’s Studies and Psychology**, the **Joint Program in Social Work and Social Sciences**, and the **Combined Program in Education and Psychology** will have requirements that are added to the area requirements. Please contact the program chair for detailed information on how to incorporate requirements from two programs.
ADVANCING TO CANDIDACY

Before Candidacy in Psychology is achieved, a student must complete these requirements:
1) all course requirements specified by the department and student’s area or program
2) the 619 research project
3) a preliminary examination certification from their area or program
As a candidate, the sole remaining requirement for completing the Ph.D. program is the approval of the completed dissertation.

Students apply for candidacy by submitting the Approval of Candidacy Status form and 619 Requirement Completion form to the Student Academic Affairs Office. With the endorsement of the Area Chair and following confirmation that all requirements have been fulfilled, Psychology Student Academic Affairs will recommend to Rackham that the student be advanced to Candidacy.

DEADLINES

<table>
<thead>
<tr>
<th>Term in which student will be eligible for Candidacy (enrollment in course 995)</th>
<th>Approximate Deadline for student’s completion of ALL Candidacy requirements (including prelims)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall term</td>
<td>September 21</td>
</tr>
<tr>
<td>Winter Term</td>
<td>January 19</td>
</tr>
<tr>
<td>Spring or Spring/Summer Term</td>
<td>May 3</td>
</tr>
<tr>
<td>Summer Term</td>
<td>June 29</td>
</tr>
</tbody>
</table>

During the term that a student is waiting for Candidacy approval, he or she should register for 8 credits of PSYCH 990. When Candidacy is approved, the Registrar’s Office will change all 990 enrollments to 995 for the student. Tuition will then be reassessed at the candidacy rate. Only 990 registrations will be changed to 995; other courses require an official drop/add form initiated by the student if changes are needed. Students should only register for 990 if they are certain they will be advancing to candidacy.
Students accepted into the Psychology Ph.D. program may elect to apply for a non-terminal Masters degree (M.A. or M.S.) and will receive one upon satisfying the requirements listed below. For those students who leave the graduate program, the Master’s degree signifies the successful completion of graduate work.

A) Requirements

- Two-semester sequence of statistics (613/614) with a grade of B- or better
- Psychology 619 research project
- Two core courses within their area of specialization
- One breadth course (courses inside Psychology but outside the area of specialization)
- Four credits in cognate coursework (courses outside of Psychology).
- An overall “B” average or better
- 24 credit hours of course credit
- A student does not have to be enrolled in order to receive the Masters degree.

When the requirements are fulfilled, students may apply for the Masters degree by completing the “Checklist for the Degree of Masters of Arts” form. Joint Program students should also complete the “Change of Program or Dual Degree Application” form (signed by both program graduate chairs).

B) Deadlines

http://www.rackham.umich.edu/help/graduating/masters_degree_diploma_application_deadlines/

<table>
<thead>
<tr>
<th>Desired Term of Issuance</th>
<th>Approximate Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer (August)</td>
<td>February 20</td>
</tr>
<tr>
<td>Fall (December)</td>
<td>October 16</td>
</tr>
<tr>
<td>Winter (April)</td>
<td>March 11</td>
</tr>
</tbody>
</table>

If you wish to have your name included in the Commencement booklet, you must apply for graduation through Wolverine Access by the dates shown above. Applications for graduation will be accepted until the last day of classes of the term in which the student wishes to receive their degree/diploma; however, those students’ names will not appear in the commencement program.
A) Dissertation Chair
The student should work closely with their research advisor to plan a dissertation and see the process through to completion. It is critical that you maintain regular contact with your dissertation chair throughout the process.

B) Committee Formation
As early as possible, but at least six months prior to the planned completion date, the student and chair should file the form to set up an official dissertation committee, and hold a prospectus meeting. It is best to include all committee members in the dissertation planning, and to discuss the timeline for the research with them.

In consultation with a faculty advisor, a student selects the members of the dissertation committee. This committee should be formed as soon as possible after the student has achieved Candidacy. The Psychology Student Academic Affairs Office completes dissertation committee paperwork to forward to Rackham when the Approval of Dissertation Prospectus form is submitted to the SAA Office.

Please take note of the following regulations when forming your committee:
1. Three of the four required members of the committee (including the chairperson and the cognate members) must be of professorial rank, i.e., assistant, associate, or full professor. To be eligible, assistant professors must have received their Ph.D.
2. The fourth and any additional members can be non-professorial academic faculty or people from outside the university. However, appointments of a non-professorial person to a dissertation committee must be accompanied by the person’s CV and a supporting memo from the student, co-signed by the dissertation committee chair and the Student Academic Affairs Chair. The Nomination for Special Membership form will be completed by the Psychology Student Academic Affairs Office and forwarded to Rackham.
3. At least two members of the committee must have appointments in the Department of Psychology.
4. Any faculty member with an "unmodified" appointment (i.e., not visiting, not adjunct, etc.) may serve as a cognate member provided he or she is of professorial rank, a regular graduate faculty member in a Rackham doctoral program, and has no appointment in or significant affiliation with the Department of Psychology. Students in the joint programs do not need a cognate member on their dissertation committee.

Please see Rackham’s Guidelines for Dissertation Committee Service for more information on forming your committee.

C) Prospectus
Students write a dissertation prospectus containing: (1) an abstract of the specific aims of the investigation; (2) the background and significance of the proposed research, including the conceptual framework; (3) the research design and methods of procedure, including measurement techniques to be used, if applicable; (4) analysis strategies to be followed; (5) a tentative timetable.

The dissertation committee then meets as a group to discuss the proposal. A draft document should be given to committee members two weeks before the meeting date. At the meeting, the student provides a 20 to 50 minute talk on the planned research (time set by committee chair), and the faculty ask questions and discuss the plans. The student then leaves the room, and the committee discusses whether the prospectus will be approved.

Once approval of a dissertation prospectus is indicated on the Approval of Dissertation Prospectus form, signed by the dissertation committee at the prospectus meeting, and countersigned by the Area Chair, it should be forwarded to the Psychology Student Academic Affairs Office. At that time, the Psychology Student Academic Affairs Office will prepare the Dissertation Committee Form and submit it to Rackham. The Dissertation Committee form should be submitted to Rackham at least six months before your defense.

D) Dissertation Preparation
Rackham has several steps that must be followed once you reach this stage of your program. See Appendix C – Oral Defense Checklist. Prior to the dissertation defense, students register online for a Rackham Group Pre-Defense meeting, at which time format guidelines are reviewed along with the requirements for doctoral degree completion. More information about the Pre-Defense Meeting is available from the Rackham website.

The student and dissertation committee chair are responsible for scheduling the oral defense and insuring that the committee evaluations are submitted to Rackham on time. The dissertation committee is expected to approve the dissertation (or recommend changes required before approval may be granted) after the oral defense. The dissertation chair is responsible for collecting committee signatures and filing the necessary forms with Rackham.

It is highly advisable to circulate a draft of the dissertation as early as possible for committee members. It is wise to meet individually with the committee members to see if any concerns need to be addressed before holding the meeting. A final draft must be circulated at least two weeks before the defense occurs.

E) Oral Defense

The final step in the dissertation process is the presentation and defense of the dissertation to your Committee. This is a formal meeting that, based on Rackham policy, is open to any member of the public. However, as it is an examination, students should consider whether it is appropriate to invite friends and family members from outside of the academic community who may not understand the intense academic questioning that can occur. No audio or video recording of the defense is permitted without advance consent of the candidate and all committee members. Celebration of the completion of the defense is best scheduled for a separate location or occasion.

At the defense, the meeting begins with the committee conferring privately in the room. Then, the candidate is invited into the room, along with any other attendees. The candidate presents a formal talk (the length of talk set by committee chair) summarizing the research. Then, the audience and committee engage in questioning and discussion.

Next, the committee deliberates privately. In some program areas, the committee also meets separately with the candidate during this period, and then confers again privately.

Finally, the candidate is given feedback from the committee and told the outcome of the examination. Often, changes to the written dissertation are required for final approval. The changes may be requested for review by the committee, or by the chair alone, at the committee's discretion.

You must be registered for 8 credits of Psych 995 in the term in which you defend. Oral defense deadlines for students who are defending in a given term fall very early for the purposes of inclusion in graduation ceremonies. These are followed by “grace period” deadlines that allow you to complete the requirements later in the term, but receive the degree in the next term without additional registration.

PLEASE FOLLOW THE RACKHAM WEBSITE FOR ALL DISSERTATION DEADLINES:
http://www.rackham.umich.edu/help/graduating/doctoral_degree_deadlines/
The student is responsible for completing the required steps for graduation during the term of the defense. If additional terms of enrollment are required for any reason, the student may be required to pay tuition.

F) Post-Defense

Once you submit all revisions to your committee chair for approval, you can register online for a Rackham Post-Defense Meeting. The meeting must take place before the appropriate Degree deadline. This meeting verifies that all documents are submitted in the required format.
The Rackham School of Graduate Studies has assembled a set of tools in the CTools environment to help doctoral students navigate through their degree requirements. This set of tools is collectively called Grad Tools. A unique feature of Grad Tools is the Dissertation Checklist, which presents the process for completing the doctoral degree in one personalized view. The Checklist features include:

- All required and recommended steps for the PhD
- Links within the steps to official forms, resources, and deadlines
- Completion dates of required steps/milestones once they are satisfied

To create your own Grad Tools site, you will need to go to the following Rackham website: [http://gradtools.umich.edu/](http://gradtools.umich.edu/) This is not required of graduate students, but it is highly useful and recommended.
APPENDIX A
PSYCHOLOGY UNDERGRADUATE RESEARCH LISTING TEMPLATE

Please submit the following information to psych.saa@umich.edu in order to post your research assistant position on the Psychology Department website.

Project Director or Contact Person:
Project Director or Contact Person’s Phone Number:
Project Director or Contact Person’s E-mail:

Title of Project:

Major Area of Psychology in which the project is located:
Area(s) of Psychology to which the program is related:

Description:

Time Commitment Requested:

Dates of Project:

Qualifications of Student:

___ Credit Offered ___ Money Offered ___Experience only
___ Work Study ___ Other

Faculty Members Only:

___ This research opportunity may lead to an Honors Thesis in the Psychology Honors Program.

Please return completed form to: Student Academic Affairs Office (1343 EH) or email to psych.saa@umich.edu
APPENDIX B
DEBIT FUNDS REQUEST TEMPLATE

[Name]
[UMID]
[Email]

[Date]

Paragraph on the description of the use of funds and how it relates to your degree/professional development

List of itemized expenses (Description and Dollar Amount)

1.
2.
3.
4.
5.

Total Amount requesting: $__________

________________________________________
Signature (Student)

________________________________________
Advisor Name Printed

________________________________________
Signature (Advisor)

Attach all receipts for expenses listed above

Note: For any expenses not yet purchased, receipts must be submitted within two weeks of the request for funds.
APPENDIX C
ORAL DEFENSE CHECKLIST

Student:         Expected Final Term:

☐ Student: Schedule Prospectus Meeting. This should be done 4-6 months prior to defense. Take Approval of Dissertation Prospectus form to meeting. Date of Meeting

☐ Student: Submit Approval of Dissertation Prospectus form to SAA Office.

☐ SAA Office submits Dissertation Committee Form to Rackham. Date: __ ____________.

☐ Rackham approves Dissertation Committee. Member names can be viewed on transcript once they have been approved.

☐ Student: Works with advisor to complete research. Confer with committee members that the thesis is complete and ready for the defense to be scheduled.

☐ Student: Register online for Rackham group Pre-Defense Meeting at least 10 days prior to oral defense.

☐ Rackham notifies SAA Office when student has attended pre-defense meeting. Date: _________.

☐ SAA Office: Confirm that student is registered in defense term.

☐ Rackham notifies SAA Office of oral defense date. Date: ____________________

☐ Student: Distribute Dissertation Evaluation Forms to committee members, along with copy of dissertation and abstract, at least 10 working days before oral defense.

☐ Student: Three days before oral defense, view committee on Wolverine Access to confirm evaluation forms have been submitted to Rackham.

☐ Student: Pick up oral defense packet from Rackham, and hand to Chair at defense.

☐ Student: Do oral defense of dissertation.

☐ Student or chair: Submit Final Oral Examination Report to Rackham within 48 hours of defense.

☐ Student: Submit any required revisions to chair.

☐ Chair: Confirm that Final Oral Examination Report and Certificate of Dissertation Committee Approval Form have been completed, and either given to student for delivery or delivered to Rackham by Chair. Send Oral Defense Confirmation form to SAA Office.

☐ Student: Register for post-defense meeting. Date _____________.

Submit in person or by mail:
- Final Oral Examination Report (if not previously submitted.)
- Complete, final, unbound copy of dissertation plus two copies of abstract and one extra copy of title page.
- Certificate of Dissertation Committee Approval Form Survey of Earned Doctorates
- ProQuest/UMI contract-- After degree requirements have been completed, your student account will be charged a $70 fee for mandatory publishing with ProQuest.
- Have completed Survey of Earned Doctorates (required)

☐ Student: Apply for graduation through Wolverine Access. Notify your mentor about whether you will attend a graduation ceremony at the University.

☐ Student: Check Wolverine Access for financial status. Reconcile any balance due on account.

☐ Student: Send new address, email, and position information to psych.saa@umich.edu

Please stay in touch with us through the years as your address changes!

☐ SAA Office: Run Degree Conferral Report. Degree conferred on _______________
Brian Wallace, Student Administration Manager
  bwallace@umich.edu, 764-9179
  • Manages graduate and undergraduate academic programs, including curriculum coordination, advising, and fiscal support.

TBD, Graduate Student Services Assistant
  647-3936
  • Supports graduate program and graduate students in areas of admissions, award applications, records maintenance and events planning.

Danielle Joannette, Academic Program Financial Coordinator
  dljoanet@umich.edu, 763-2131
  • Provides graduate and undergraduate support, with a particular focus on graduate student funding, and GSI appointments.

Timothy Zmudka, Student Administrative Assistant
  tzmudka@umich.edu, 764-2580
  • Supports undergraduate students in a variety of ways including coordination of transportation for Project Outreach and Detroit Initiative, and overseeing Web Grades.

Megan Leonard, Time Scheduler
  mwolgast@umich.edu, 764-5605
  • Maintains the time schedule and course guide for all graduate and undergraduate courses.
  • Provides contracts for GSI appointments

Saroya Jamal, Honors Program Coordinator, ADP Program Coordinator, Academic Advisor
  saroyaj@umich.edu, 764-5724
  • Provides academic advising to undergraduate students; coordinates Honors program for Psychology and BBCS students.

Jennifer Taylor, Undergraduate Program Administrator, Peers Program, Advising Coordinator
  jliddico@umich.edu, 647-6243
  • Oversees academic advising for undergraduate students; facilitates Inter Club Council (ICC) for student groups; plans concentration-related events.

Sheri Circele, Subject Pool and Web Grade Coordinator
  scircele@umich.edu, 764-9279
  • Coordinates the Subject Pool for introductory Psychology classes and oversees the Web Grading system

L. Monique Ward, Associate Chair for Teaching and Student Affairs (chair of SAA)
  ward@umich.edu, 764-0430
  • Graduate chair for the Department of Psychology programs

Forms: http://www.lsa.umich.edu/psych/graduate/currentstudents/studentresources