

**GRADUATE PROGRAM HANDBOOK
2021-2022**

TABLE OF CONTENTS

3 Program Guidelines and Procedures

- 4 Administrative Procedures
- 5 Admissions
- 5 Mentoring Committees
- 6 Curriculum and Course Requirements
- 7 Second Language Requirement
- 8 Fourth Term Review
- 9 Applying for the embedded M.A.
- 9 Preliminary Examinations
- 11 Prospectus
- 11 PhD Dissertation and Oral Defense
- 12 CANDIDACY REQUIREMENT CHECKLIST

12 Registration and Classes

- 12 Course descriptions and schedules
- 13 Wolverine Access
- 13 Minimum Credits Per Term
- 14 Class Permissions
- 14 Registration Fees
- 15 Add/Drop
- 15 On Leave
- 16 Academic Probation and Dismissal

16 Funding and Student Accounts

- 16 Sources of Funding
- 16 Funding Eligibility
- 17 Tuition-Only Fellowships
- 17 LSA Ten-Term Rule
- 17 Address and Contact Information

18 Academic Resources

- 18 [Rackham Graduate Student Handbook of Policies and Procedures](#)
- 18 [Rackham Dissertation Information](#)

18 Non-Academic Resources

- 18 [Rackham Life at Michigan Guide](#)
- 18 [Health Care and Benefits](#)
- 18 [MCommunity](#)

Welcome to the Department of Romance Languages and Literatures!

This handbook is intended not only to help you through your initial adjustment to the University of Michigan and the Department of Romance Languages and Literatures, but also to serve as a resource for you as you progress through the graduate program. Please take the time to look through the handbook, and refer back to individual sections as questions arise. If you have any questions regarding the contents of this handbook, or *anything* about the Department or the U of M, feel free to contact the Graduate Program Coordinator.

In addition to this handbook, reliable **Department sources of information** about the Graduate Program and other matters of interest to graduate students are:

- the "Graduate" portion of the Department website (www.lsa.umich.edu/rll),
- the Graduate Program section of the RLL Portal (<https://gateway.lsa.umich.edu/rll-portal/academics/graduate-program.html>)
- the Graduate bulletin board (located outside of room 4113 MLB).

The Graduate Program Coordinator will also communicate to you via **e-mail** departmental announcements, information about campus events, possible funding opportunities, important deadlines, etc. **Therefore, it is important that you check your university e-mail account often and maintain regular and timely communication with the Graduate Program Coordinator.** Not only do you need to stay abreast of crucial deadlines concerning your funding communicated via email, but being responsive to email will be a critical professional expectation in our department and in the place of your future employment.

The department hosts a wide array of talks, workshops, events, presentations, and luncheons for the enrichment of students' overall experience in the program. Attendance is expected as part of your participation in the program—as, indeed, it will be when you become a faculty member in another program.

There is a list of **non-Department student resources** at the end of this handbook.

PROGRAM GUIDELINES AND PROCEDURES

You are encouraged to familiarize yourself with graduate program requirements and guidelines early in your graduate career. Included below are two documents to help you better understand and keep track of these requirements:

- ***Graduate Program Requirements***, Departmental policies and guidelines for the entire graduate program, from admissions to dissertation defense (page 4)
- ***Candidacy Requirements Checklist***, an itemized list of all requirements (Departmental and Rackham) necessary for advancement to candidacy (page 11)

Administrative Procedures

You should make a habit of keeping in contact with the Graduate Program Coordinator regarding your progress through the program. It is particularly important that you communicate with the Graduate Program Coordinator about your plans at the following stages so that they can assist you with the appropriate paperwork:

- Changes in your Mentoring Committee
- Formation of your Preliminary Examination Committee
- Establishment of your Preliminary Examination start and oral defense dates
- Completion of the 2nd Language Requirement
- Formation of Dissertation Committee
- Plans to go on leave

GRADUATE PROGRAM REQUIREMENTS

Admissions

All accepted students will be admitted directly into the Ph.D. program.

Students admitted into the doctoral program with a relevant M.A. from another institution will follow the same track as the rest of their cohort through the fourth term. After the fourth term, having completed the required course work (see *Curriculum and Course Requirements* p. 5), they will proceed to the preparation of preliminary examinations.

Mentoring Committees

After receiving notice of an applicant's acceptance of admission, the Graduate Chair will name a two-member mentoring committee, basing its assignment on the following guidelines:

- one mentor will be chosen based on compatibility of interests, insofar as these can be determined from the application material;
- one mentor will be chosen outside the students' stated field(s) of interest; and
- distribution of faculty mentoring assignments should be appropriately equitable.

Normally, no faculty member may be assigned to more than three mentoring committees for any entering cohort, depending on faculty resources in a given year. The Graduate Chair will communicate mentoring assignments in writing to the Graduate Program Coordinator and to the faculty members and students involved by June 1st.

Purpose of the Mentoring Committee

A mentoring committee will be expected to:

- assist students in conceiving and carrying out a well-balanced course of study appropriate to their interests (including consulting with students regarding their course selection inside and outside the Department, and providing useful contact with faculty in other disciplines and institutions where appropriate);
- review the instructor evaluations placed in the students' files each term in order to address, monitor, and attempt to resolve possible problems in the students' academic performance; and
- advise them on issues of professional preparation such as conference participation, teaching opportunities, and publication possibilities.

Mentoring committee members also participate in students' Fourth Term Reviews (see *Fourth Term Review*) and may become members of students' preliminary examination (see *Preliminary Examinations*) and doctoral dissertation committees.

Changes in the Mentoring Committee

Given the realities of changing interests, faculty leaves, and new faculty appointments, any student may request changes in the composition of the committee.

- Such a request should be communicated in writing to the Graduate Chair for permission. If permission is granted, the Graduate Chair will convey the change in writing to the members of mentoring committee and to the Graduate Program Coordinator.
- The composition of the new mentoring committee should maintain diversity of specialization.

In addition, a faculty member may withdraw from a mentoring committee, also via written notification to the Graduate Chair, who will in turn inform the Graduate Program Coordinator, the student, and the other member of the mentoring committee in writing.

Meetings with Mentors

Students should meet with mentors approximately halfway through each term, including the student's first term in the program. Additional, meetings may take place at any time on an informal basis, and may be initiated by students or mentors.

Continuous Enrollment Policy

Students will register for each fall and winter semester from matriculation to degree completion, unless on an approved Leave of Absence or with Extramural Study status. Students who do not register will be presumed to have withdrawn and will be discontinued from the program.

Students conducting the oral defense of the dissertation or completing degree requirements during the summer must register for a full spring/summer term.

Students will have 12 month privileges for University services whether or not they register in the spring and summer semesters.

For more information please visit: <http://www.rackham.umich.edu/policies/registration>

Curriculum and Course Requirements

The Department offers courses for graduate credit at the 500, 600 and 800 levels.

Courses at the 400 level normally enroll undergraduate students. A 400 level course may be taken for graduate credit if the student has the instructor's consent, and completes additional reading assignments and papers.

There is no limit imposed by either Rackham or the Department on the number of 400 level courses that can be taken for graduate credit, however, students who want to take more than two 400 level courses should consult with their mentors first.

Please be advised that RLL 528 satisfies Rackham's requirement that students who have not received a B.A. degree or equivalent in a program conducted entirely in English take ELI 994.

Students Entering **Without** a Relevant M.A.

In their first three years in the program, students entering with a Bachelor's degree need a minimum of 45 hours of graduate course work. This course work includes:

- 3 credit hours satisfying the Rackham Graduate School's cognate requirement.
- 3-6 hours of 990 during the sixth term in preparation for preliminary examinations.
- Romance Languages 681, Introduction to Graduate Study, to be taken during the first term.
- Romance Languages 528, to be taken in the first semester in which the student teaches as a GSI. (This requirement may be waived by permission of the Elementary Language Director. If waived, students will make up those 3 hours through a seminar of their choice.) Students interested in second language acquisition as a secondary field may count this course as a cognate.

Students Entering **With** a Relevant M.A.

In their first two years in the program, students entering with a relevant Masters' Degree from another institution need a minimum of 30 hours of graduate course work. This course work includes:

- 3 credit hours satisfying the Rackham Graduate School's cognate requirement.
- 6 hours of 990 during the fourth or fifth term in preparation for preliminary examinations.

- Romance Languages 681, Introduction to Graduate Study, to be taken during the first term.
- Romance Languages 528, to be taken in the first semester in which the student teaches as a GSI. (This requirement may be waived by permission of the Elementary Language Director. If waived, students will make up those 3 hours through a seminar of their choice.) Students interested in second language acquisition as a secondary field may count this course as a cognate.

Consultation with Mentors

Students should select courses in consultation with their mentors. Mentoring committees should express the Department faculty's commitment to the importance of breadth in graduate education, keeping in mind the many different ways in which such breadth might be conceived and related to the interests of students.

Second Language Requirement

Following discussion with their mentors, students should select a second language that will be particularly relevant to their research interests (e.g., Latin for medievalists, Arabic for Maghrebian Studies, Nahuatl for Mesoamerican Colonial Studies, etc.). Students are encouraged to plan how they will satisfy this second language requirement early in their graduate studies.

Students are expected to demonstrate a reading proficiency in a second language before admission to candidacy.

This requirement can be satisfied by:

- taking the Placement Exam and placing out of 232
- achieving a grade of B or higher either in the University of Michigan intensive reading and translation course (113), or in the equivalent of a fourth-semester (or more advanced) course in the proposed language, taken as an undergraduate or graduate at Michigan or elsewhere, or;
- demonstrating comprehension of an appropriate passage or passages totaling 350-400 words, approved by the examining faculty member and related to the field of intended research. Comprehension (typically in the form of a translation into the language of the student's choice) will be evaluated by a faculty member appointed by the Graduate Chair. The evaluation will be a maximum of 2 hours in length and will be proctored by the examining faculty member in the department. The student should demonstrate comprehension in writing. The only permitted resources are hard copy dictionaries.
- demonstrating comprehension of an appropriate critical essay related to the field of intended research and approved by the examining faculty member. At the time of the exam, the evaluating faculty member will present the student with three to four questions aimed at assessing the student's comprehension of the major arguments and conclusions of the critical essay. The student can respond in the language of their choice. The evaluation will be a maximum of 2 hours in length and will be proctored by the examining faculty member in the department. The faculty member will certify the Second Language Requirement has been satisfied by submitting to the Graduate Chair and the Graduate Program Coordinator 1) an email confirming the student demonstrated adequate comprehension and 2) a copy of the article used for the evaluation.

The faculty member will certify the Second Language Requirement has been satisfied by submitting to the Graduate Chair and the Graduate Program Coordinator 1) an email confirming the student demonstrated adequate comprehension and 2) a copy of the passage(s) used for the evaluation.

Independent Study

The department recommends that students take no more than one independent study during their coursework and not during their first year. Exemptions can be requested through the Director of Graduate Studies, who will consult with the student's mentoring or dissertation committee regarding the advisability of the proposal.

Incompletes

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

Self Evaluation

At the end of each year you will be required to complete a self evaluation report. The purpose of this assessment is to evaluate goals, achievements and academic progress throughout the year. Your mentors will read your evaluation and provide feedback. This report should be submitted electronically to the Graduate Program Coordinator

Fourth Term Review

By the end of each student's third term in the program, the Graduate Chair will appoint a faculty member to join the student's mentoring committee in a review of his or her progress in the program. Before this happens, the student may email the Graduate Chair a list of two faculty members whom he or she would prefer not to have appointed to the committee. This committee, chaired by the appointed faculty member, will meet with the student by the end of the second month of the student's fourth term to discuss its review of the student's work and plans.

This committee will review:

- all of the student's term papers with instructors' comments, for courses both inside and outside the Department. If there is no term paper for a course, the student should select a representative paper, papers, or writing sample.
The student may attach a paragraph of comment to each paper submitted, explaining the purpose or goals of the paper, more current thinking on the topic, or the paper's relevance to the field. The student should not revise the papers.
- if the student has taught, his or her student evaluations and the Elementary Language Director's written observations on the student's teaching.
- a 3 to 5 page statement in which the student presents a self-assessment of his or her intellectual development during the first three terms of graduate school at Michigan and outlines plans for continuing studies. The statement should detail (a) the student's progress and plans for acquiring appropriate general knowledge of the student's field; and (b) the student's plans for identifying and developing a special area of expertise within that field. The student should refer specifically to courses already taken and to plans for further coursework through the end of the third year. Sample statements can be found on the Grad Program section of the RLL Intranet under "Academic Resources."
- the student's transcript (*to be added to the dossier by the student—the unofficial transcript can be downloaded from Wolverine Access*).
- the Letters of Evaluation completed by faculty members at the conclusion of each graduate course (*to be added to the dossier by the Graduate Program Coordinator*).

The student should collect all of these materials and submit them electronically by a date preset by the Graduate Committee (usually the middle of January).

Discussion with the Committee

Each student will have a formal meeting with his or her review committee, generally two to four weeks after the dossier has been submitted.

In this meeting, it is the committee's role to draw upon the dossier and help the student identify strengths and weaknesses and offer suggestions for improvement. The committee will also evaluate the breadth and coherence of the student's coursework and offer suggestions regarding the student's plans for continuing general education in the field and for identifying and developing a special area of expertise in which the student would do dissertation research. Part of the discussion may be conducted in the student's major language of specialization.

Results of the Review

Within a week of this discussion, the committee chair will provide the student with a written summary of its evaluation, comments, and suggestions, as well as making a copy available to the Graduate Program Coordinator who will add it to the student's file.

Applying for an M.A. Degree

At this point, students who have completed all the requirements can apply to the Rackham Graduate School for an M.A. degree. Students who do this must have completed at least 24 credit hours, including Romance Languages 528 and Romance Languages 681. (Applying for an M.A. degree does not indicate termination of studies.) This option is not automatically available in Wolverine Access. Please contact your graduate program coordinator to initiate this process.

Preliminary Examinations

As of September 1, 2019, Preliminary Exams will be distributed and submitted via your Student E-File on M-Box, rather than via email. On the day your exams begin, the graduate program coordinator will upload the questions to the subfolder labeled "Program Milestones: 4th Term Review, Prelims, Prospectus." On the due date you will upload your responses to the same folder. Prior to your exams, make sure to inform the graduate program coordinator of the names of your prelims committee so they can be granted access to the appropriate folder.

The Committee

By the end of the first month of the sixth term (fifth term for students with a relevant M.A. from another institution), each student will enroll in 990 and form a preliminary examination committee of three members, which may or may not include members of the mentoring or review committees at the student's discretion. The prelim committee must have at least two RLL faculty members, with one named as chair. The third member should be chosen in consultation with the chair to provide the best guidance for the student's research interests. The preliminary examination committee normally goes on to form the core of the dissertation committee.

Dates of the Prelim

Reading lists should be submitted to the committee no later than two months after the committee has been formed. Additionally, at least one month prior to the examination students must submit a concise statement (maximum of 5 pages double-spaced) describing the student's aims. These two items will be used to draft examination questions.

The preliminary examinations must be completed by the end of the summer between a student's third and fourth years in the program (by the end of the fifth term for students with an M.A.),

preferably in May rather than August, in order that the remainder of the summer can be devoted to pursuing results and ideas that arise from the exam.

Structure of the Prelim

The prelin has two parts: a written part and an oral part. There are two options for the written part. The written portion of the examination must be submitted to the Graduate Program Coordinator two weeks prior to the date set for the oral component of the examination.

Students should consult their preliminary examination committee as to which option (A or B) they should choose. (*Option B must be approved by the student's examination committee*).

Option A: Two written exams, based on reading lists devised by the student and approved by the committee, each of which will focus on distinct but complementary aspects of the topic that the student expects to be the subject of his or her dissertation and/or field of principal interest. In forming the lists with their committee, students will submit a concise statement (maximum of 5 pages double-spaced) describing the rationale for the lists and their aims in the examination process. The exams will be in the form of essay questions. Students will have two weeks for each take home essay exam, each of which should be no longer than 20 pages. **Essay exams begin at least 6 weeks before the oral component of the examination.** Students may elect to take a break week between the two essays, but this needs to take into account the committee's need to have two weeks to read the essays.

Option B: A draft portion, of approximately 40 pages, of the dissertation, with annotated bibliography of works he or she has studied, is studying, and wants to study for the project. Whether this draft be an introduction, a chapter, or some other portion, will be determined by the student and approved by the examination committee. **This option should be taken only by those who have a clear conception of their dissertation, and have done extensive research on their topic and methodology. The 40 page paper is due, to the Graduate Program Coordinator, 3 weeks before the oral component of the examination.**

Oral Discussion

Before the start of the fall term of the student's fourth year (the precise date by which preliminary examinations must be passed for candidacy enrollment is set by the Rackham Graduate School), the student will meet with the preliminary examination committee to discuss the written exams and the direction of dissertation research, including the nature of the prospectus and portfolio to be presented (see *Prospectus and Portfolio Presentation* below). Unlike the Fourth Term Review, however, the preliminary examination challenges you to account for your own interests, as opposed to satisfying professors in seminar papers.

Results of the Prelim

If the committee determines that the student has passed the preliminary examination, and provided that all Incompletes have been removed, the student will be accepted into candidacy and asked to provide a prospectus and, if he or she chooses, a portfolio (see below). Within a week of the oral discussion, the committee chair will provide the student with a written summary of its evaluation, comments, and suggestions, as well as making a copy available to the Graduate Program Coordinator, who will add it to the student's file.

If the committee determines that the student has not passed the preliminary examination, the committee may, but is not obligated to, offer the student the opportunity to retake the examination. If no such opportunity is offered, or if the student does not pass the retaken examination, the student will be offered the option of applying to the Rackham Graduate School for a terminal M.A. and be discontinued from the program.

Prospectus and Portfolio Presentation

Prospectus Date

No later than 3 months—and sooner, if possible—after completing the preliminary exam oral defense, each student will form their dissertation committee and officially register it with Rackham (students may change committee members at any time prior to the defense). Each student will present to, and discuss with, their dissertation committee as a group a dissertation prospectus of 10-15 pages double-spaced. See samples provided on the Graduate Program section of the department's intranet site under "Academic Resources" (<https://gateway.lsa.umich.edu/rll-portal/academics/graduate-program.html>). Students should select a cognate member (a tenured or tenure-track faculty member who holds at least a .50 appointment in a Rackham Doctoral program other than RLL) and add this member to their committee before the prospectus discussion. Bringing cognate members on board earlier rather than later avoids surprises, facilitates paperwork, and gives students the benefit of their insights at an earlier stage in writing.

Description of the Prospectus

Students should consult with the Chair of their dissertation committee to establish the content and structure of the prospectus. Samples may be found on the Graduate Program section of the department's intranet site under "Academic Resources"

One Year prior to Job search / Defense

It is strongly recommended that students call a full committee meeting to strategize regarding both the job search and the schedule for completion of the dissertation. This leaves time to take full benefit of the committee's suggestions.

Dissertation and Oral Defense

The Ph.D. dissertation must be based upon original investigation and demonstrate mature scholarship and critical judgment as well as familiarity with the tools and methods of research. It should be a worthwhile contribution to knowledge in the student's special field.

- Students are advised to familiarize themselves thoroughly with the various Graduate School rules governing the format and deadlines for the dissertation. Please visit the website below for detailed information: <http://www.rackham.umich.edu/current-students/dissertation>

Defense

After the dissertation has been submitted, a final oral defense on the dissertation and related topics will be held

CANDIDACY REQUIREMENTS CHECKLIST

| Students entering <i>without</i> a relevant M.A. | Students entering <i>with</i> a relevant M.A. |
|---|---|
| <p><input type="checkbox"/> A minimum of 45 hours of graduate course work during the first 3 years in the program. Students may count up to 6 credits of 990 towards this total; in addition they may elect more credits of 990 as needed to maintain full-time status.</p> <p style="text-align: center;"><u>These 45 hours should include:</u></p> <p><input type="checkbox"/> 3 credits of 990 during the 6th term in preparation for preliminary examinations.</p> <p><input type="checkbox"/> 3 credits in an area or areas <i>other</i> than that of the student's own field (French, Italian, or Spanish) to satisfy Rackham's cognate requirement.</p> <p><input type="checkbox"/> Romance Languages 681, <i>Introduction to Graduate Study</i>, to be taken during the student's first term. (3 credits; may count as a cognate)</p> <p><input type="checkbox"/> Romance Languages 528, <i>Teaching Romance Languages</i>, to be taken in the first semester in which the student teaches as a GSI. (3 credits; may count as a cognate)</p> <p><input type="checkbox"/> 2nd language requirement</p> | <p><input type="checkbox"/> A minimum of 30 hours of graduate course work during the first 2 years in the program. Students may count up to 6 credits of 990 towards this total; in addition they may elect more credits of 990 as needed to maintain full-time status.</p> <p style="text-align: center;"><u>These 30 hours should include:</u></p> <p><input type="checkbox"/> 3 credits of 990 during the 4th term in preparation for preliminary examinations.</p> <p><input type="checkbox"/> 3 credits in an area or areas <i>other</i> than that of the student's own field (French, Italian, or Spanish) to satisfy Rackham's cognate requirement.</p> <p><input type="checkbox"/> Romance Languages 681, <i>Introduction to Graduate Study</i>, to be taken during the student's first term. (3 credits; may count as a cognate)</p> <p><input type="checkbox"/> Romance Languages 528, <i>Teaching Romance Languages</i>, to be taken in the first semester in which the student teaches as a GSI. (3 credits; may count as a cognate)</p> <p><input type="checkbox"/> 2nd language requirement</p> |
| <p>Students may satisfy the 2nd language requirement by:</p> <ul style="list-style-type: none"> • taking the Placement Exam and placing out of 232 or equivalent in other departments, • achieving a grade of B or higher either in the University of Michigan intensive reading and translation course (113), or in the equivalent of a fourth-semester (or more advanced) course in the proposed language, taken as an undergraduate or graduate at Michigan or elsewhere, or; • demonstrating comprehension of an appropriate passage or passages totaling 350-400 words and selected from a book-length work chosen by the student and related to the field of intended research. Comprehension will be evaluated by a faculty member appointed by the Graduate Chair. The evaluation will be a maximum of 2 hours in length and will be proctored in the department. The student should demonstrate comprehension in writing. The only permitted resources hard copy dictionaries. | |
| <p><input type="checkbox"/> All <i>Incompletes</i> cleared from transcript</p> <p><input type="checkbox"/> Preliminary Examinations</p> | <p><input type="checkbox"/> All <i>Incompletes</i> cleared from transcript</p> <p><input type="checkbox"/> Preliminary Examinations</p> |

REGISTRATION AND CLASSES

Course Descriptions and Time Schedules

There are two sets of information that will help you determine whether you are interested in registering for a given class. The first is the class's **course description**, which describes the content of the class and might list prerequisites and some assigned readings. Course descriptions are available:

- On the *LS&A Online Graduate Course Guide* (www.lsa.umich.edu/saa/publications/courseguide). There is a link to this course guide at the "Graduate" portion of the Department website. Note that some courses have their own homepages. The *Online Course Guide* will post a link to the course homepage if one is available.
- In hard copy at the main office of the department that sponsors the class.

The second set of information is the **time schedule**, which provides the time and location of a class and is unique to a specific semester. The time schedule is subject to frequent change (given changes in instructor schedules and room availability, etc.), so you are advised to check the time schedule frequently. Time schedules are available at the following locations:

- The online time schedule (always the most up-to-date) is available at *Wolverine Access* (for instructions, see below).
- Printed time schedules for classes in the Department of Romance Languages are posted on the bulletin boards directly across from the main office (4108 MLB).

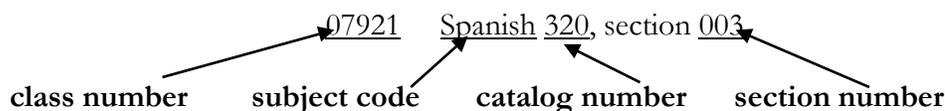
Wolverine Access

Wolverine Access is the web-based vehicle through which you will do many things: update personal information (*although you will need to update this with the Department as well*), view class time schedules, register for classes, print out or view your class schedule, check your grades, print out or view your unofficial transcript, and view your financial information. The following will focus on how to check the time schedule and register for classes. For information and instructions about the other functions of *Wolverine Access*, consult the opening section of the LS&A time schedule, or click on the *Help* link after you have logged on to *Wolverine Access*. For information about how to change your addresses, see "Addresses and Contact Information" below (page 18).

How to Check Time Schedules Using "Wolverine Access"

After you find a class on the Online Course Guide or posted at the home department, you may want to check the class time and location on *Wolverine Access*. Go to <http://wolverineaccess.umich.edu>. Click on *U-M Course Catalog*, and then on *Class Search*. Enter either the **class number**, or the **subject code** and **catalog number** of the class you are interested in.

- The **class number** is a 5 digit number unique to each class for each term. The most common way of referring to a class is by using the **subject code** and **catalog number**.



How to Register for Classes Using "Wolverine Access"

You will be issued (via e-mail) a registration date and time by the Registrar's Office. You may register any time after this appointment, until the final drop/add deadline (approximately the 3rd week of the term).

To register, go to <http://wolverineaccess.umich.edu>. Click on *Student Business*. Enter your username and password. Select the appropriate term. The system will check for your appointment time and service indicators (holds preventing you from registering, such as unpaid fees, etc.). Click *Registration*, and *Register for Classes*. The system displays either a blank panel or the list of classes for which you have already registered.

To **add** a class, click *Add*. Enter the **class number** of the course you would like to add to your schedule. If you do not know the class number, you may look it up by clicking on *Browse* and entering the **subject code** and **catalog number**.

After the class number has been entered, click on *Next* or *Finish* at the bottom of the panel as appropriate until the class has been added to your schedule. The panel will display a message confirming that registration has been successful.

You may follow similar procedures to **drop, swap** (drop one class or one section of a class and add another one in its place), or **modify** (change an aspect of the registration, for example, change the grading method from A-F to Satisfactory/Unsatisfactory) classes.

Minimum Credits Per Term

The Department expects that students will register for at least 8 credits of graduate level work per term before advancing to candidacy (6 credits if serving as a GSI). These credits may include 990 (preliminary examination preparation). Audits may not count toward this minimum. You will need to obtain permission from the Graduate Chair to enroll for less than eight credits in a given term.

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 graduates students must be approved by the Registrar to carry graduate credit. 400-level courses usually require additional work for graduate students. Approved courses can be found on the Rackham website at https://secure.rackham.umich.edu/academic_information/programs/. You can also ask the Graduate Program Coordinator for assistance if you are unsure if a 400-level course can be used for graduate credit.

Ph.D. candidates must register in the fall and winter terms for 8 credit hours of 995, "Dissertation/candidate." No part-time enrollment is possible. A student who defends in the spring/summer term must register for 8 credits of 995 for the spring/summer full term. The department does not provide tuition support for spring/summer enrollment, so students should be wary of scheduling a defense during the summer, as they will be responsible for paying their own tuition.

In addition to 8 credits of 995, candidates may elect to take either one course per term or more than one course for a total of no more than 4 credits without paying additional tuition. A candidate who does not elect a course during a term of 995 enrollment may, in the next term, register for up to 8 credits of coursework. However, 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.

Class Permissions

You will need to be issued an **electronic permission** in order to register for the following classes:

- Independent Studies (must be approved by Graduate Chair)
- 990 (preliminary examination preparation),
- 995 (dissertation work),
- Visits/Audits, and
- Permission-of-Instructor-Required classes.

In these cases, the instructor of the class must notify the Graduate Program Coordinator that he/she has given you permission to register for the class. The Graduate Program Coordinator will then enter this permission into the system for you. Once the permission has been entered, *you still must register* for the course on *Wolverine Access*. If you are registering for a Permission-of-Instructor-Required course in another department, it is the Graduate Program Coordinator (or other designated staff member) in the host department who must enter the electronic permission for you.

Registration Fees

For each term that you are registered, you will be responsible for the following charges that will appear on your Account Statement:

- 1) Registration Fee \$80.00
 - 2) Michigan Student Assembly \$7.19
 - 3) Student Legal Services \$8.50
 - 4) School & College Government \$1.50
- (All amounts listed are subject to change.)*

It is not uncommon for tuition fees to show up on your first Account Statement of each semester, making it appear as if you owe thousands of dollars in tuition as well. While these larger charges will be cancelled out once tuition waivers are processed, the smaller charges listed above will not disappear. *The only exceptions to this rule are certain fellowships that pay the registration fee, such as the Rackham Merit Fellowship.* If you fail to pay these fees by the date noted on the Account Statement, you will be charged a **late payment fee** of \$30.00.

Late Registration Fees

The late payment fee (\$30.00) and the regular registration fee (\$80.00) described above are different from a **late registration fee**. In order to avoid being charged a late registration fee, you *must* register for courses *before* the 1st day of the term. This does not mean that you must have a final class schedule in place. You merely need to register for any class in order to get your name into the system. After this initial registration, you are free to adjust your course selections as frequently as you would like, until the end of Drop/Add (approximately the 3rd week of the term; see *Drop/Add* below). If you fail to register for any class before the 1st day of the term, you will be charged a late registration fee of \$50.00. This fee will increase an extra \$25.00 for each month after the 1st day of classes that you continue to delay your registration. Of course, if you are on leave (see *On Leave*), you will not be charged a late registration fee.

Drop/Add

As stated above, you may alter your schedule freely until the end of the Drop/Add period (approximately the 3rd week of the term). If you would like to **add** a class to your schedule after Drop/Add, you may do so at no penalty fee. There is, however, leg work involved. Instead of dropping and adding on *Wolverine Access*, you will need to pick up a Drop/Add form (from the Graduate Program Coordinator, or from the Registrar's Office - 1st floor LS&A building), fill it out, and have the course instructor sign it. Your advisor or one of your mentors must sign the form as well. Then, take the form, along with your UM ID, over to the Registrar's Office, and they will make the change.

Adding a class might increase the amount of tuition that you owe, depending on the number of credit hours for which you were already registered. But since for most of you tuition is paid for by LS&A (GSI's) or a fellowship source (Rackham or the Department), this tuition increase will not affect you directly.

If you would like to **drop** a class after the end of Drop/Add, you may do so following the same procedure for adding a class. *However*, a "W" will appear on your transcript. You (or the University department that is paying your tuition) will *not* receive a tuition refund for the dropped class.

On Leave

You should discuss any plans for time on leave with your mentors or advisors and the Graduate Chair. Students may request a leave of absence when certain life events prevent continued active participation in their degree program. Rackham's Leave of Absence Policy enables students to officially suspend work toward their degree for a limited time.

Students are able to request a leave of absence as early as six months prior to the start of the semester they are requesting the leave. Students may request a leave of absence for medical reasons, family necessity or dependent care for up to two consecutive fall or winter terms, or 12 consecutive months. An extension may be requested for up to an additional 12 months. The maximum period that a student can be on a consecutive leave, regardless of type, is 24 months or 4 consecutive fall and winter terms. A leave of absence for military service may be requested for the duration of the military service obligation. Students may request a one-term, non-renewable leave of absence for personal reasons

Students on a leave of absence are not working toward their degree, so they do not register. Students on a leave will have access to basic services to remain connected to their program, including library access and e-mail privileges. Some services are not available while a student is on a leave or only available if the student pays for access. Students on a leave of absence are not eligible for university-funded health insurance, although students may be eligible to purchase an extension of existing health insurance coverage at personal expense.

If you have questions, please refer to Rackham's Leave of Absence Policies at:

http://www.rackham.umich.edu/current_students/doctoral_students/phd_students/understanding_registration/leave_of_absence/

Academic Probation and Dismissal

If you are not making satisfactory progress in the program (e.g., you do not complete program milestones, you are not making satisfactory progress toward your dissertation), you will be asked to meet with the Director of Graduate Studies. Failure to make sufficient progress towards degree will result in a written notice from the Director of Graduate Studies informing you that you are being placed on academic probation. At this time, you will be given in writing a list of the conditions you must meet to make sufficient progress. You will also receive a specific deadline for each condition to be completed. You will then have the opportunity to meet with the Department Chair, the Director of Graduate Studies, and your mentors/advisor to discuss the plan. If you have not resumed making sufficient progress towards degree by the agreed upon deadline (typically, the end of the semester in which you are placed on probation), the graduate committee will move to dismiss you from the program.

The decision to place a student on probation must be made by a faculty group of at least three persons to include, for example, the department chair (or the chair's designee), the graduate chair, and the advisor; the graduate committee of the program; or another committee constituted of faculty. Students may appeal probation or dismissal. Any appeal will be reviewed by RLL's graduate committee. All materials in support of the appeal must be submitted to the graduate coordinator no less than three days before the next scheduled graduate committee meeting in order to give the committee members enough time to review the appeal.

Students may only use the Graduate School's Academic Dispute Resolution process for procedural issues of fair and equal treatment under the policy of the program, and not to appeal the academic reasons for the decision. While on academic probation, students are eligible to continue working as GSIs, but they are ineligible for any departmental fellowships.

FUNDING AND STUDENT ACCOUNTS

Sources of Funding

For a list of possible funding sources, see the "Current Students" page on the "Graduate" portion of the Department website. Information about additional funding sources can be found on the Rackham website, Fellowship Office (financial assistance).

Funding Beyond Your Package

Many students lengthen their studies through outside fellowships. In addition, many students receive a Rackham Humanities Fellowship and a Rackham One-Term Fellowship, which can potentially extend support to six years. It is very common, but not guaranteed, that our students receive these fellowships. Due dates for applications are announced early each winter semester. These dates change from year to year and will be announced by the Graduate Program Coordinator.

Funding Eligibility

The Department requires students to be in good academic standing in order to be eligible to apply for certain fellowships. The definition of good academic standing is as follows:

- you are in regular contact with your mentors/advisor;
- you have minimal outstanding Incompletes; and
- you are making timely progress through the program.

Department expectations regarding timely progress to candidacy are outlined in the "Preliminary Examinations" section of the *Graduate Program Requirements* (page 9). In terms of timely progress to degree, the Department has designed the graduate program with the intention that students complete the degree within five to six years of initial enrollment.

Rackham requires students to advance to candidacy within three years of initial enrollment, and to have completed the degree within six years. While extensions may be petitioned, failure to meet these deadlines may prevent you from receiving Rackham fellowships.

Tuition-only Fellowship

Students must remain continuously enrolled in the graduate program and register each term unless on a Rackham approved leave of absence. Tuition support is available for students who receive external grants, fellowships, exchange lectureships, or other opportunities that do not cover the cost of tuition. Students may contact the Graduate Program Coordinator at any time to discuss the need for a Tuition-Only Fellowship.

LS&A Ten-Term Rule

It is the policy of LS&A that no graduate student may receive more than 10 terms of funding from LS&A general funds. This rule applies to all regular term GSI appointments (.25 and above), but not to any external grants or fellowship. This rule applies to GSI appointments during the Fall and Winter terms *only*; Spring and Summer GSI appointments are excluded from this policy.

The following do **not** count against the LS&A ten-term rule

- Rackham fellowships
- Humanities Institute fellowship
- External fellowship semesters
- Tuition-Only fellowships
- Spring/Summer funding awards

It is important that you keep track of your LS&A terms of support and plan your academic career accordingly.

Addresses and Contact Information

It is your responsibility to keep your addresses up to date. To do this, go to <http://wolverineaccess.umich.edu>, and click on *Student Business*. Changing your addresses on *Wolverine Access* will automatically change your address at the *Office of Financial Aid*, the office responsible for the disbursement of fellowship awards, and the *Payroll Office*, the office responsible for the disbursement of GSI stipends.

ACADEMIC RESOURCES

In addition to the Departmental resources, there are several non-Departmental resources of which you should be aware. Each of the following is available **online**.

Rackham's Graduate Student Handbook of Policies and Procedures

This handbook provides further information about Rackham policies, such as Rackham Fee Totals, advancement to candidacy, registration, etc. The Rackham handbook works in tandem with the Department handbook. http://www.rackham.umich.edu/policies/academic_policies/

Rackham's Dissertation Information

It is Rackham, and not the Department, which sets and enforces most policies and deadlines concerning submitting and defending the dissertation. Rackham's Dissertation Information page is designed to help you comply with the administrative requirements relating your dissertation. http://www.rackham.umich.edu/dissertation_information/

NON-ACADEMIC RESOURCES

In addition to the academic resources listed above, there are several other sources of information that target non-academic aspects of life at the U of M and in Ann Arbor.

The Guide

This Rackham publication targets all graduate and professional students, and provides information about the abundant university offices, departments, and resources on campus. This guide can serve as a "handbook of handbooks," as it introduces the resources available from the Housing Office, University Health Systems, Information Technology Division, University Libraries, etc. <http://www.rackham.umich.edu/students/campus-guide>

Health Care and the Benefits Office

First-year Departmental fellowships, most Rackham fellowships, and Graduate Student Instructorships (GSI) above a .25 appointment provide students with health coverage known as *GradCare*. Graduate Student Instructors are entitled to additional benefits, such as dental coverage and retirement accounts. You will receive an email with instructions for enrollment in September.

If you have questions or concerns about benefits, please contact the Shared Services Center at 734-615-2000 or sharedservices@umich.edu. Information about benefit plans and coverage is available at: <https://hr.umich.edu/benefits-wellness/health-well-being/health-plans/gradcare>.

Online Campus Directory

The *Online Campus Directory* (<https://mcommunity.umich.edu/>) is a web-based directory of faculty, staff and students at all U of M campuses. You may use this directory to locate the contact information of your professors, classmates, etc. Be sure to keep your own information on the directory up to date so that others will be able to contact you. For specific instructions, see "Addresses and Contact Information" above (page 18).

In addition, the directory also provides a number of useful e-mail account functions, such as **e-mail forwarding**, **vacation notices**, and **e-mail user groups**.