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Welcome to the Epidemiology Doctoral Program! As a Doctor of Philosophy (Ph.D.) student in Epidemiology, you will need to familiarize yourself with procedures and requirements that are set forth by the Horace H. Rackham School of Graduate Studies as well as the Department of Epidemiology. This booklet is meant to serve as an introduction and basic overview of these requirements as well as to provide information on communications and logistics to assure your success as a student.

It is strongly recommended that you look at the Rackham Bulletin website, [http://www.rackham.umich.edu/policies/](http://www.rackham.umich.edu/policies/), for more detailed information on the policies, guidelines, and requirements for achieving the various milestones towards obtaining the Ph.D. degree. All of Rackham’s required forms can be found at this site. In completing Rackham forms, indicate **Epidemiologic Science Ph.D.** as the Academic Program and **00198** as the Academic Program Code. Rackham’s website also provides a very efficient search engine for locating specific information contained in the Rackham Graduate Student Handbook.

**University of Michigan Statement on Civility**

The University of Michigan is a leader in education, research, and patient care. To sustain that leadership, we promote a healthy social and emotional work culture. We value all members of our community, and we know that a civil and considerate environment is integral to the health and well-being of faculty and staff.

We aspire to treat each other well, by adopting the following attitudes and behaviors:

- Choose kindness. Always treat each other with consideration and respect, whether in person, on the phone, over email, or on social media.
- Think the best. Assume we are all trying to do the right thing. Put yourself in the other person’s shoes, and be flexible and patient with others.
- Act in a supportive way. Encourage each other. Acknowledge each other’s contributions, and lend a hand when others need help. Be inclusive and welcoming.

The purpose of this statement is to foster good relationships throughout the University community.

**Student Services Office**

The Student Services Offices is located in 4641 SPH Tower. Your Student Services Coordinator can be reached at [epidstudentservices@umich.edu](mailto:epidstudentservices@umich.edu) or 734-764-5415 she can assist you with course registration, policy and procedure interpretation, dropping/adding courses, grade changes, substitution or exemption of program requirements, transfer of credit and resource referral, and other questions you may have.

**MCard (Student ID Card)**

If you are coming from a UM program, you don't need to get a new MCard. Incoming, new to Ann Arbor, and transfer students may get their MCards at the MCard Center in the Student Activities Building any time after the enrollment deposit is paid. An MCard provides access to SPH buildings after business hours and the computer classrooms in the basement of SPH II. It also provides library privileges to UM libraries, allows you to ride the city-operated Ann Arbor Transportation Authority (AATA) buses for free, and gain admission to football games (with student ticket) or other athletic events. For more information on MCards,
please visit: http://www.mcard.umich.edu/.

**Student Files**
While an official student file is kept at the Rackham School of Graduate Studies Office of Academic Records and Dissertation (OARD), a file for each Epidemiology student is also kept by the Student Services Coordinator in the Department of Epidemiology. If you have any questions about your academic status or Rackham’s policies throughout your academic career, please see the Student Services Coordinator.

**Uniqname, E-mail & Communications**
A uniqname and password will be assigned to you upon matriculation. The uniqname is an all-character string which serves as your unique identifier when accessing UM services. It is also your e-mail address when appended to @umich.edu. You must have a UM uniqname and Kerberos password in order to log into Wolverine Access, Canvas, or your e-mail. If you have difficulty activating your uniqname and password, contact the ITCS Accounts Office. More information is available on the ITCS website: http://www.itd.umich.edu/accounts.

E-mail is used extensively to get information to you, from the Department, the School and the University. The University’s web-based email can be accessed by logging in with your uniqname and password at: email.umich.edu. The University of Michigan uses "M + Google" as the preferred and supported email access, along with many additional features (Calendar, Talk/Chat, Docs, Sites, and Contacts, among others). When logging in, it is suggested that you use "M+ Google Email."

As a doctoral student, you are automatically added to the following e-mail groups: epidocs2016@umich.edu and epidocs@umich.edu. The epidocs2016@umich.edu group is comprised of only first-year Ph.D. students who are matriculating during the 2016 fall term. The epidocs@umich.edu group is comprised of all currently enrolled Ph.D. students. All notification of events, fellowships, deadlines, and additional relevant information are distributed through these email groups. **It is very important that you make sure that you are receiving the communications sent to these groups.** You can identify your membership in these email groups by logging into the University of Michigan on-line directory, “M Community” (https://mcommunity.umich.edu/), typing your unique name in, and clicking on the GROUPS tab. If you do not see both of these groups listed, please notify the Student Services Coordinator.

**Student Mailboxes**
Student mailboxes are located in the cubicle area near the EXIT ONLY door of the 4665 Office Suite in the SPH Tower. Your Student Services Coordinator can help you locate your mailbox. Please check your mailbox periodically for important memos and other information.

**Wolverine Access**
Wolverine Access (http://wolverineaccess.umich.edu) is a web-based system that provides access to many services throughout the University, including registration for classes, signing up for direct deposit, ordering or printing transcripts, and updating your current address and personal information. Once you arrive on campus, it is important that you update your profile to reflect your current address. If you do not change it, any correspondence from the university will be mailed to the address you provided on your application.
Canvas
Canvas, https://ctools.umich.edu, is a web-based course and collaboration site. It is designed to help faculty, researchers, and students create course and project websites. More information is available about this site feature at https://ctools.umich.edu

Computer Sites
There are several computer sites throughout the University, the closest being on the basement floor of the SPH II building. You will need to use your MCard to access this computer site. There are also a number of computers available for use on the second floor of SPH I. For a complete listing of computer sites, go to the Information and Technology Services (ITS) website, http://www.itcs.umich.edu/sites/. Students can print up to 400 pages at ITS Campus Computing sites per term free of charge.

Library
The University library system offers a number of convenient delivery services to graduate students. The Mirlyn ‘Get This’ service is where books held in any UM library can be delivered to another library for pick-up. The 7-FAST service is where students can receive electronic copies of journal articles or book chapters held in a UM library. Inter-library loan has books or articles in journals not owned by UM, which can be requested from other libraries. For more information about these services, visit the UM library website: http://www.lib.umich.edu/services. A large number of public health and medical journals are available online, requiring login with your uniqname and Kerberos password.

Diversity
A strength of the SPH community is its commitment to attracting, training, and engaging students, faculty, and staff from diverse backgrounds, cultures, values, and perspectives. We seek to create an environment that invites and values the contributions of everyone so that we can fulfill our public health mission. To this end, we are committed to honest and respectful dialogue, treating everyone with dignity and respect, and managing tensions and different viewpoints with maturity, sensitivity, and as growth opportunities. We view this approach to diversity as fundamental to achieving our educational, research, practice, and professional development goals because it provides opportunities for us to expand our horizons, learn from each other and do our best work.

For more information, see the Diversity Matters website www.diversity.umich.edu and https://sph.umich.edu/diversity-equity-inclusion/ or, contact the Office of Academic Affairs.

Services for Students with Disabilities (SSD)
The University is committed to providing equal and integrated access for students with disabilities. If students have questions about an accommodation for a disability, please contact the Office of Services for Students with Disabilities. SSD typically recommends appropriate academic accommodations through a Verified Individualized Services and Accommodations (VISA) form. Students should give a copy of the VISA form to the Student Services Coordinator to keep on file. Students must present this form to all course instructors, as soon as possible. It is best for students to have a face-to-face meeting with their course instructors before the beginning of class to discuss the VISA form and the best way to logistically
apply these accommodations to facilitate the student's participation and progress. Any information students provide will always be private and confidential. For more information please visit the SSD website, http://www.umich.edu/~sswd/ or call 734-763-3000.

Rackham Academic and Professional Integrity Policy
The University is an academic community which students join of their own volition. As a member of this community, and as a future leader in research and the professions, you are expected to take personal responsibility for understanding and observing the following standards of academic and professional behavior that safeguard the integrity of the academic mission of the University. For additional information, please visit this website, http://www.rackham.umich.edu/policies/academic_policies/section10/.

Doctoral Degree Competencies
At the end of your doctoral training we expect the students to have mastered the competencies listed below.

- Critically evaluate and synthesize the scientific literature and develop new hypotheses to address gaps in our knowledge
- Demonstrate mastery of epidemiology study designs and select a design that is appropriate to address a specific study question
- Demonstrate a thorough understanding of causal inference, sources of bias, and methods to improve the validity of epidemiologic studies
- Design a research project that addresses an important population health or clinical question, using appropriate epidemiologic methods under constraints confronted in practice
- Understand the principles and methods of data-collection and data-processing procedures in the design and conduct of epidemiologic research, with sound knowledge of measurement validity and reliability, data quality control, data management, documentation, and security
- Employ state-of-the-art statistical and other quantitative methods in the analysis of epidemiologic data
- Demonstrate mastery in a substantive area of population health, and in this area integrate relevant biological, behavioral, and social mechanisms that operate at multiple levels of causation
- Demonstrate excellent skills in the writing of scientific papers and grant applications
- Provide clear and effective oral communications of epidemiologic concepts, methods, results, and implications to scientists, students, policy makers, and the public
- Understand and demonstrate in practice the ethical responsibilities of an epidemiologist to behave with scientific integrity

Stages in the Doctoral Degree
After admission to the Doctoral Program, there are two major stages in the program to be completed prior to getting your Ph.D. degree. These stages are the Pre-Candidacy stage and the Candidacy stage.

Pre-Candidacy
The major tasks of a Pre-Candidate are to: acquire 18 In-Residence course credits (with four cognate credits of non-epidemiology coursework); complete the Epidemiology course requirements; and successfully pass the written Competency Examination.
Candidacy
The major tasks of a Candidate are to: develop a dissertation research plan; write a prospectus of the proposed dissertation research plan (for prospectus details see below section on Preliminary Oral Examination); present the research plan to the entire Dissertation Committee during the Preliminary Oral Examination, and receive approval of the proposed dissertation research; complete the proposed dissertation research with the ongoing guidance of the Dissertation Committee; and present the dissertation research in a final oral examination, the “Dissertation Defense.” Each Candidate must complete 18 additional course credits, including eight credits of EPID 995 (Dissertation Research) each Fall and Winter term. A candidate has the option to take one additional course each term, included in the candidate level tuition. Additional tuition rates will apply for courses beyond the first extra course.

Time Limits for Degree Completion
You must complete the Preliminary Examination within four years from the date of first enrollment. All additional requirements must be completed within seven years from the date of first enrollment. If you exceed the maximum time limit, or need additional time beyond the expected term of completion, you should do each of the following:
1. Communicate with your Dissertation Committee chair and/or the department chair and request a written statement indicating strong support for the requested extension.
2. Complete a Petition for Modification or Waiver of Regulation Form (available on Rackham's website) specifying the amount of remaining work to be completed for the degree and indicating the month and year you plan to defend the dissertation.
3. Submit the Petition to the Epidemiology Student Services Coordinator for further processing. Rackham’s decision will be communicated to you, the chair of the Dissertation Committee, and the Department chair.

Steps for Advancing to Candidacy
The process of transitioning from Pre-Candidate to Candidate is referred to as “Advancing to Candidacy.” All students, but particularly non-resident (out-of-state) students, will see a dramatic reduction in tuition upon advancing to Candidacy.

The three requirements for advancing to Candidacy are: acquire 18 In-Residence course credits; complete the Epidemiology course requirements (except EPID890); and successfully pass the written Competency Examination.

Requirement 1: Acquiring the Necessary Number of In-Residence Course Credits
A total of 36 In-Residence course credits are required to receive the Ph.D. degree. Thirty-six course credits are the equivalent of two years registered for nine credits per term. A Pre-Candidate is required to obtain a minimum of 18 credits before advancing to Candidacy.
**Pre-Candidate**

Eighteen (18) of the Pre-Candidate credits must be “In-Residence course credits.” In-Residence course credits simply means those credits must be earned by a graded course (including the grade of S, Satisfactory) on the Ann Arbor Campus. Formally audited courses, courses in which students ‘sit in’, and courses elected as visit (audit) do not meet this requirement.

**Independent Study Courses**

Pre-Candidates should be aware that credits from certain independent study courses do not count towards In-Residence course credits. For example, EPID990, Pre-Candidate Dissertation Research, does not count towards the In-Residence course credits. However, EPID891, Advanced Readings in Epidemiology, does count towards the In-Residence course credits.

**Requirement 2: Completing Specific Coursework**

As a Pre-Candidate, you are required to take the following didactic Epidemiology courses: EPID811 (Critical Appraisal of Epidemiologic Studies - 3 credits); EPID824 (Advanced Epidemiologic Methods - 3 credits); and EPID889 (Responsible Conduct of Research and Scholarship Seminar – 1 credit Fall and 1 credit Winter). In addition, students are required to take BIOSTAT512 (Analyzing Longitudinal and Clustered Data Using Statistical Software – 3 credits). BIOSTAT512 and EPID811 are offered during the Fall term, while EPID824 and is offered during the Winter term. EPID889 is offered in the Fall and Winter terms. Students must register for these 4 courses prior to taking the Competency Examination.

Before taking the Competency Examination, you are expected to complete the core courses in our Master of Public Health program in epidemiologic methods and biostatistics. In particular, doctoral students who have not completed EPID601, Principles and Methods of Epidemiology (Fall, 4 credits) and BIOSTAT523, Statistical Methods in Epidemiology (Fall, 4 credits) or similar courses at another university should take these courses in their first fall term. Faculty mentors should also suggest additional courses that will help students prepare for the Competency Examination or meet their career objectives (refer to Requirement 3 for additional course recommendations).

In addition, academic credits earned as a Pre-Candidate can be for independent research with your faculty mentor. By contacting the Student Services Coordinator, you can register for an independent study (EPID891, EPID970 or EPID990) using the section number assigned to your faculty mentor or the faculty member with whom you are doing research. A list of department faculty section numbers on the very last page of this handbook.

**Cognate Coursework**

All Pre-Candidates are required to earn 4 academic credits of graduate “cognate course work” (non-epidemiology course work). Courses that are cross-listed with another department can count towards the cognate requirement. You may submit a request to the Doctoral Committee to use a graduate level course(s) taken at another institution or at the University of Michigan before starting your Ph.D. program as your cognate coursework. This request must include an official transcript showing the relevant coursework. If the Doctoral Committee approves these credits, it will be sent to Rackham’s OARD for final approval.
**Requirement 3: Passing the Competency Examination**

The Competency Examination is intended to ensure you have sufficient competency in the broad areas of epidemiology to justify your pursuit of a specific area of epidemiologic research. It is typically taken after one or two years of structured course work. The Competency Exam is offered only once during a calendar year, usually in late April or early May. It is recommended that you consult with your advisor and discuss preparatory coursework and readiness for taking the Competency Examination. Successful completion of the Competency Exam is a requirement to become a Candidate.

The overall purpose of the Competency Examination is to test competency in both methodological and substantive areas of epidemiologic research. It is designed to probe your ability to identify important issues when presented with a problem, generate a series of arguments relevant to the issues, and be able to formulate a well-reasoned and organized approach based on the arguments being presented, rather than a recitation of a collection of facts presented in a specific course. The exam consists of two parts. The first part focuses on competency in core methodological and quantitative areas relevant to all epidemiology research, including population science concepts, study design, data collection methods and measurement, statistical methods and other quantitative approaches, and causal inference. The second part focuses on competency in selected substantive areas of epidemiologic research, including: chronic disease epidemiology; infectious disease epidemiology; social epidemiology; and laboratory methods. These four areas are not meant to represent comprehensive or mutually exclusive areas in epidemiology, but rather reflect the range of research in which you may specialize in the Department of Epidemiology. The specific substantive areas that are tested as part of the Competency Examination may change over time.

**Format and Structure**

The Competency Examination is given in two parts: a one-day in-class exam (Part I), followed by a take-home exam (Part II) to be completed in one week (see Table 1). Part I consists of three questions from the core content areas, which will be distributed and answered in class. These questions focus on problem-solving and test the ability to integrate methodological and quantitative skills. Part II consists of take-home questions from different substantive areas. Part II questions will be distributed after Part I has been completed (see Table 1). For Part II of the exam, each student selects two of the four questions that are prepared each year in selected substantive areas of epidemiologic research.

All Competency Examination questions are open-book, open-note format.

Part I of the exam is taken over a period of seven hours (four hours in the morning and two hours following a one hour lunch). For Part I of the exam, you may use all materials you bring with you to the in-class portion of the exam. USB flash drives are permitted; external hard drives are not permitted. Upon entrance to the SPH II computer labs, **all cell phones must be turned completely off, not put on standby, and given to the proctor before the start of the exam.** All phones will be returned to the student upon submitting the USB flash drive with the answers for the Part I questions. Test takers are responsible for making arrangements for any calls, including possible incoming emergency calls, to be routed to the Chair's Office, 734-764-5435. A Department representative will contact the test taker in the event of an emergency call.
There is a 10 page limit per question, excluding references, for each take-home question in Part II. You may use any material you can access, including the internet, for the take-home portion of the exam.

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<td>Questions</td>
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<tr>
<td>Core – Part I</td>
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<td>Three questions that cover specific areas of mastery in epidemiologic and quantitative methods.</td>
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<tr>
<td>Content Area Specific – Part II</td>
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<td>One question will be posed in each of four areas. You must answer two of the four questions.</td>
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You are not required to be registered for coursework at the time you take the exam, if you have had a previous fall and winter enrollment. During the academic school year, an email will be sent by the Student Services Coordinator asking those who plan to take the exam to identify themselves. If you intend to take the exam, you must respond to the Student Services Coordinator. Upon receiving the responses, the Student Services Coordinator will notify you of the location, date, time, as well as any additional information related to the exam.

**Timing and Location of the Exam**

The Competency Examination is administered in late April or early May. The Student Services Coordinator will contact you with the exact dates. The Competency Exam has historically taken place in SPH II Computer labs, located on the basement floor. There will be one day for the in-class (Part I) portion of the Competency Examination. Part I will commence at 9:00 AM and ends at 4:00 PM. You are required to leave the examination for a one-hour lunch period. Lunch is provided by the department. Part II questions are distributed individually upon completion Part I. Part II answers must be submitted to the Student Services Office one week after the exam is distributed. Failure to meet the deadlines will result in retaking the entire examination the following year.
Requests for Extended Exam Time
Provisions in the form of extended exam time will be made for students with disabilities. Such requests must come through the Services for Students with Disabilities office (SSD), http://ssd.umich.edu/. You must provide official and recent documentation of a learning disability or submit a Mental Health Verification Form, completed by a physician, to the SSD. The SSD will provide you with a letter to bring back to the Epidemiology Student Services Coordinator. Because this process can take a while, depending on the individual situation, it is recommended requests be initiated by the end of February. Other requests for special accommodations should be made directly to the Student Services Coordinator.

Please note, the Doctoral Committee has historically not allowed extra time to answer the Competency Exam questions for students whose native language is one other than English. Because instruction and research in the program are in English, you should be able to complete the exam without special circumstances. The goal of the Competency Exam is to test your ability to think through epidemiological problems; thus, the process of reading the brief questions and writing your short answers should not require any extra time.

Grading Process
Grading of the exam is blinded, so that graders will not be able to identify you. The Student Services Coordinator will assign and distribute a numeric code to you prior to the exam, and this code is used on the exam instead of names or other identifying information. Each exam question will be read and graded by two faculty members, one of whom is usually a member of the Doctoral Committee.

Each question will be graded on a 0-100 scale. Based on the feedback from the faculty graders, the Doctoral Committee will collectively assign a final grade for each question for you and will make a recommendation of pass, conditional pass, or fail. The faculty in the Department of Epidemiology will then meet to review the exams and approve any conditions for students who received a conditional pass.

Following the full faculty meeting, the following materials will be made available to you to review in the Student Services Office: your exam grade—pass, conditional pass, or fail; the requirements of a conditional pass or recommendations for students who failed; and a copy of your answers. Recommended answers or guidelines for answering the questions will be posted in MBox, EPID Competency Exam.

Appeals Procedure
You may appeal your exam grades or the conditions set for completing a conditional pass. If you wish to do so, you should submit a formal written request to the chair of the Doctoral Committee within one month of receiving the results of the Competency Examination. The request should explain the basis for the appeal.

Preparation for the Competency Examination
The Competency Examination or its parts should not be regarded as the equivalent of a “final exam” for a specific course, but as a means of integrating the content available through multiple courses you may have taken as part of master’s and/or doctoral training.

Table 2 lists the specific courses that are relevant to each section of the exam. The list is by no means exhaustive, nor are you expected to have taken all of the courses listed prior to taking the Competency
Examination. In Part II of the exam, you will answer two of four questions and are therefore not expected to be familiar with the material covered in all listed courses. You should consult with your faculty mentor to decide on the best strategy to prepare for Part II of the exam.

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|                   | *EPID811 Critical Appraisal of Epidemiologic Studies |  *
|                   |                                        | *EPID824 Advanced Epidemiologic Methods  |
|                   |                                        | *EPID 811 and  EPID 824 are required  |
|                   | **Biostatistics and application to epidemiologic analysis** | *BIOSTAT512 Analyzing Longitudinal and Clustered Data using Statistical Software  |
|                   |                                        | BIOSTAT521 Applied Biostatistics  |
|                   |                                        | BIOSTAT522 Biostatistical Analysis for Health-Related Studies  |
|                   |                                        | BIOSTAT523 Statistical Methods in Epidemiology  |
|                   |                                        | BIOSTAT815 Advanced Topics in Statistical Computing  |
|                   |                                        | EPID633 Introduction to Mathematical Modeling in Epidemiology and Public Health  |
|                   |                                        | EPID637 Systems Modeling of Behavior, Social Processes and Chronic Disease  |
|                   |                                        | EPID640 SAS for Epidemiological Research  |
|                   |                                        | EPID674 Epidemiologic Data Analysis Using R  |
|                   |                                        | *BIOSTAT 512 is required  |
| **Part II**       | **Professional development**            | *EPID889 Responsible Conduct in Research and Scholarship Seminar  |
|                   |                                        | *EPID 889 is required  |
| **Part III**      | **Content Specific Courses**            | EPID582 Molecular Epidemiology  |
|                   | Infectious Disease                    | EPID605 Infectious Disease Epidemiology  |
|                   |                                        | EPID607 Applied Epid for Public Health Practice  |
|                   |                                        | EPID609 Vaccines in Public Health  |
|                   |                                        | EPID630 Topics in Environmental Determinants of Infectious Disease(not offered 2016-2017)  |
|                   |                                        | EPID634 Foundations in Infectious Disease Transmission Modeling  |
|                   |                                        | EPID816 Tuberculosis: Pathogen, Host and Environment  |
|                   |                                        | EPID822 Malaria and Other Important Vector-Borne Diseases  |
Formally Advancing to Candidacy

When you have satisfied all the requirements and are ready to advance to candidacy, you should contact your Student Services Coordinator. The Student Services Coordinator will submit a recommendation to Rackham through the online system.

Rackham has strict deadlines for completing the requirements to advance to Candidacy. The deadlines listed below are for this academic year and are also available on Rackham's website, http://www.rackham.umich.edu/current-students/policies/doctrinal/phd-students/candidacy-deadlines. These deadlines apply to the completion of the requirements to advance to Candidacy only, not to the submission of the required forms.

**Deadlines for Advancing to Candidacy, 2016-2017 Academic Year**

If you anticipate advancing to Candidacy at the beginning of a term, but have not officially done so, you should contact the Students Services Coordinator to get access/permission to register for EPID 990. Rackham will automatically change that course selection to EPID 995 upon approval of the recommendation for Candidacy, and tuition will subsequently be recalculated. This website,
http://www.rackham.umich.edu/help/graduating/candidacy_deadlines/, has the deadlines for future semesters.

Upon achieving Candidacy, the focus of the doctoral program shifts towards the development and implementation of a research plan, with the culmination of a written dissertation and oral defense.

**Formation of the Dissertation Committee**

In preparation for the Preliminary Oral Examination, you should form your Dissertation Committee with consultation and collaboration from your faculty advisor. Upon formation of your Dissertation Committee, please e-mail the Student Services Coordinator the information to fill out the online Dissertation Committee Form at, https://secure.rackham.umich.edu/OARD/dcs/index.php/DCSForm/coordAdd. Only the Student Services Coordinator will be able to complete the online form. The Student Services Coordinator will obtain the UMID for your committee members as well as enter the Graduate Chair information.

**Composition of the Dissertation Committee**

Dissertation Committees must have at least four members, at least three of whom are regular members of the Graduate Faculty (see Eligibility for Service on Dissertation Committees below) and at least two of whom are from the Department of Epidemiology. Furthermore, each committee:

- Must have a sole Chair or two Co-Chairs. The sole Chair or at least one of the two Co-Chairs must have a regular faculty appointment in the Department of Epidemiology. (Note: a common strategy is to have three faculty with appointments in the department and two cognate members, in case an epidemiology faculty member has to leave, the committee still meets the composition requirement.)
- Must have a Cognate member who is familiar with the standards for doctoral research; holds at least a 50% appointment in a Rackham doctoral program related to the Candidate’s field (but not from the Department of Epidemiology); and does not hold any fraction of an appointment in the Department of Epidemiology (including joint and adjunct appointments) or serve as a member of the steering committee of the Candidate’s interdepartmental degree program.
- May include a University faculty member who is not a regular member of the Graduate Faculty, a University staff member, or a qualified individual outside the University to provide expertise in the Candidate’s discipline. **Special members must be approved by doctoral committee chair and by Rackham.**

**Chair or Co-Chairs**

Each Chair or Co-Chair is responsible for guiding and encouraging your design and execution of an original, high quality, doctoral-level research project. The end result is expected to be a dissertation that makes a substantive contribution to your discipline.

**Cognate Member**

The Cognate member’s role is to broaden the scholarly representation of the dissertation committee beyond your home program and to provide a non-specialist’s perspective on the quality and relevance of the dissertation.
Eligibility for Service on Dissertation Committees

All Dissertation Committee nominations must be approved by the Graduate School and are subject to the following guidelines:

1. Graduate faculty—i.e., professors, associate professors, and assistant professors—affiliated with a Rackham doctoral program and who hold an earned doctorate from an accredited institution may serve as a member of the committee, or as sole chair, co-chair, or cognate member.

2. Graduate faculty not affiliated with a Rackham doctoral program may serve on dissertation committees. They may also serve as co-chair with a regular member of the graduate faculty affiliated with a Rackham doctoral program, but not as sole chair or cognate member.

3. Instructors and lecturers who have no appointment as members of the regular graduate faculty may serve on dissertation committees if they hold an earned doctorate from an accredited institution. They may also serve as co-chair with a regular member of the graduate faculty affiliated with a Rackham doctoral program, but not as sole chair or cognate member.

4. Retired and emeriti professors who were affiliated with a Rackham doctoral program may serve on dissertation committees. They may also serve as co-chair or, by special arrangement (inform the Student Services Coordinator to check the Special Member box on the online form), as sole chair or cognate member.

5. Research professors (i.e., research professors and research associate professors) who are affiliated with a Rackham doctoral program may serve on dissertation committees if they hold an earned doctorate from an accredited institution. They may serve as a co-chair, regular member or by special arrangement as a sole chair.

6. Research scientists (i.e., research scientists, associate research scientists, assistant research scientists, and research assistant professors) who are affiliated with a Rackham doctoral program may serve on dissertation committees if they hold an earned doctorate from an accredited institution (inform the Student Services Coordinator to check the Special Member box on the online form). They may not serve as sole chair or Cognate member.

7. All those who do not have an earned doctorate, whether affiliated with a Rackham doctoral program or not, must be approved for dissertation committee service on a case-by-case basis.

8. University faculty and staff not included in the preceding categories and qualified individuals outside the University whose service is desirable may serve on dissertation committees, subject to review on a case-by-case basis. They may also serve as co-chair with a regular member of the graduate faculty affiliated with a Rackham doctoral program, but not as sole chair or cognate member.

University faculty who were previously approved to serve as sole chair or cognate member but who are no longer affiliated with the University may not continue to serve as the sole chair or as the cognate member. This person may serve as a co-chair or as a regular member based upon the eligibility guidelines for dissertation committee service.

For dissertation committee purposes, “The Graduate Faculty” consists of persons who are tenure or tenure-track instructional faculty holding an “unmodified” (i.e., not visiting, adjunct, etc.) appointment at the University of Michigan as Professor, Associate Professor, or Assistant Professor with an earned Doctorate from an accredited institution.
Special Membership
University faculty and staff who are not "Graduate Faculty" (as defined in the Guidelines for Dissertation Committee Service) and qualified people from outside the University of Michigan who may or may not hold academic appointments and whose service on the Dissertation Committee would contribute significantly may be nominated for special membership by submitting a vita or resume of the nominee, and checking the Special Member column.

A retired Professor may be nominated to serve as a Chair or Cognate by uploading a memo by the retired Professor confirming that he/she has experience in serving on, and chairing dissertation committees (decision making experience as chair is required), served as a teacher of formal courses or seminars and served as a counselor or advisor for doctoral students, and checking the Special Member column.

Please briefly describe the nominee’s expertise in the dissertation topic and provide a file describing the expertise in more detail, a CV would be sufficient most times.

The Research Prospectus and Preliminary Oral Examination

In addition to the written Competency Examination, you are required to satisfactorily pass a Preliminary Oral Examination in which your Research Prospectus is presented to the dissertation committee. It is expected that you will give your presentation within 12 months of successful completion of the Competency Examination. Failure to do so may lead the Epidemiology faculty to find that you are not making satisfactory progress toward your degree. You are required to be registered for at least one credit during the term in which you present your Research Prospectus.

The Research Prospectus
The prospectus should be written clearly and concisely. Recommended length and formatting: no more than 30 double-spaced word-processed pages (excluding references and appendices), 12-point font, 1-inch margins, and pages numbered. The prospectus should include the following.

1. Abstract (about 1 page or less)
2. Specific Aims and Hypotheses (about 1-2 pages) – clearly define the specific questions to be investigated in the dissertation and the long term goal(s) of this type of research. If appropriate, this should be articulated as three potentially publishable articles.
3. Background (about 4-6 pages) – literature synthesis, conceptual framework, and rationale for the proposed study.
4. Preliminary Findings (optional) – to demonstrate the feasibility or potential importance of the proposed study.
5. Research Methods – study design; source population, eligibility criteria, selection procedures; sources of data and collaborations; instruments and methods of data collection; statistical analysis and data management; sample-size justification; strengths and methodologic limitations; timeline for completing the project.
6. Significance – discuss what will be learned from the proposed study, the public-health significance, the implications to future research or policy, and what is innovative.
7. References
8. **Appendices** (optional) – e.g., supplementary tables or figures, survey instruments used in the dissertation, or technical material.

**Format and Structure of the Preliminary Oral Examination**

The oral presentation and submission of a Research Prospectus implies prior planning and review by your mentor and consultation with members of your Dissertation Committee. A related issue is that both you and your mentor have a shared responsibility for informing members of the dissertation committee about progress or modifications in the research protocol.

**The Preliminary Oral Examination of the Research Prospectus**

The oral presentation of the Research Prospectus should highlight key elements of the written proposal (see above), including specific aims and hypotheses, background (briefly), research methods, and significance. The formal presentation (assuming no interruptions) should take no more than 45 minutes, and the entire presentation plus discussion and feedback to you should take approximately two hours.

Following the presentation and questions, you will be asked to leave the room to allow the members of the dissertation committee to discuss your performance. The committee will decide whether you passed, passed with conditions, or failed. Following that decision, the committee will ask you to return in order to discuss their decision and provide comments and constructive feedback on the presentation and proposed research plan. It is expected that no more than two attempts at this stage will be required for a student who expects to earn a doctoral degree.

A Preliminary Examination Form can be found on the Student Information and Resources page of the Epidemiology website within the section labeled “Candidacy Information for Students who Entered the Program Fall 2007 or After.” Upon satisfactorily passing the preliminary oral examination, a Preliminary Examination Form must be completed, signed by the dissertation committee members, and returned to the Epidemiology Student Services Coordinator.

**Research Content Guidelines for Dissertation Chairs, Committee Members and Doctoral Students**

The role of the Dissertation Chair or Co-chairs is to support and advise you in designing and undertaking original research, and helping you to prepare and defend a Doctoral Dissertation that reports on that research. All members of the Dissertation Committee share in that responsibility and should be actively and regularly involved in all stages of this effort, starting with the preparation of the Research Prospectus and ending with submission of the dissertation to Rackham. The Dissertation Chair should work closely and regularly with you to determine the topic and questions to be investigated, sources of and access to data to be analyzed, specific methods and types of analyses to be employed, interpretation of results, and presentation of findings. All members of the Dissertation Committee should be kept abreast of progress and problems throughout the entire process, and they are expected to spend time working with you through all stages of the dissertation. The entire Dissertation Committee should meet to review progress and make suggestions at least once a year.
The research reported in the dissertation is expected to have been undertaken while you are enrolled in the Epidemiology doctoral program at the University of Michigan. Although activities that were carried out prior to becoming a doctoral student may lead to new or expanded research questions, data and analyses for the dissertation, investigations producing results or written products prior to enrolling in the doctoral program (e.g., publications based on previous work, capstone projects, and masters theses) cannot be included as part of the dissertation research. In particular, work undertaken while enrolled as a master’s student and that was counted for credit as that student's capstone report or thesis, must not be presented as a chapter or part of a chapter in the doctoral dissertation (though such previous work might be briefly reviewed and cited). It is the responsibility of the Dissertation Committee to evaluate the originality of the proposed research. If you are proposing to expand upon prior work you will be asked to submit the previous work for review by the full Dissertation Committee.

**Completion and Publication of the Dissertation**

There are several steps you must take in the final stretch towards completing the dissertation and getting it published. It is strongly recommended that you visit Rackham's website for more detailed guidance on the parameters for completing the dissertation. The website can be found at [http://www.rackham.umich.edu/current-students/dissertation/the-dissertation](http://www.rackham.umich.edu/current-students/dissertation/the-dissertation).

**Pre-Dissertation Defense Meeting**

You must register online for a Rackham Group Pre-Defense meeting at the Office of Academic Records and Dissertations (OARD). You must register at least three days before the meeting occurs. The pre-defense meeting must occur at least ten business days prior to the oral defense. At this meeting, the Rackham Abstract and Dissertation Format Guidelines will be reviewed along with the requirements for doctoral degree completion. Students are encouraged to bring a copy of their dissertation for a format review, or you may choose to submit it by mail no later than three weeks before the scheduled oral defense.

**Dissertation Oral Defense Public Relations**

Students must submit a Dissertation Oral Defense Public Relations Information Sheet at least two weeks prior to your final oral defense. This can be found on the Student Information and Resources page of the Epidemiology website within the section labeled “Candidacy Information for Students who Entered the Program Fall 2007 or After.”

**Dissertation Abstract**

Many students fail to remember that an abstract is an integral part of a dissertation and complete it hurriedly at the last minute. This is the document that will be read and evaluated most frequently by others, so be sure to complete it in a thoughtful and timely manner.

**Dissertation Evaluation Forms**

You will receive the dissertation evaluation forms at the Pre-Defense Meeting. Distribute the evaluation forms with copies of the dissertation and abstract to all committee members at least ten working days before the oral defense. If you do not supply each committee member with an evaluation form and a copy of the dissertation and abstract at least ten working days before the oral defense, the committee member may ask...
for a postponement of the defense. Remind all committee members that the completed evaluation form is due to OARD three working days before your oral defense. The evaluations can be sent by email to evaluations@umich.edu (include the student name, ID number, and committee member’s name in the message). Three days before the oral defense you should call OARD to confirm that all evaluation forms have been received. All evaluation forms must be reviewed by OARD prior to the oral defense.

**Oral Report Form**

After all of the evaluations are received and reviewed by Rackham, they will be available for review by the entire committee. The Oral Report form (that all members sign at the defense) will be available to print through the online evaluation system. **Please note:** The dissertation evaluations are considered part of the student's public file and the student has the right to see them after all requirements for the dissertation have been completed.

The committee chair is responsible for printing, signing and returning to Rackham OARD the Final Oral Report Examination within 48 hours after the defense but no later than 5:00 p.m. on the final doctoral degree deadline date. The student should confirm with the chair that the report has been submitted. The committee signs the Oral Defense Examination Report that was printed from the online evaluation system, writes the results of the oral defense in the space provided, and returns the Oral Defense Examination Report to OARD.

The Chair will complete the Certificate of Dissertation Committee Approval in the online evaluation system when he/she has seen all the required revisions and corrections, then checks the appropriate box on the form and signs his/her name. The Certificate of Dissertation Committee Approval as well as the Oral Defense Examination Report must be submitted to OARD by the appropriate deadline.

**Formatting and Publishing Your Dissertation**

You can find templates for formatting all work correctly by visiting the Rackham Dissertation Handbook website, [http://www.rackham.umich.edu/downloads/oard-dissertation-handbook.pdf](http://www.rackham.umich.edu/downloads/oard-dissertation-handbook.pdf). In order to get the dissertation authorized for the final defense and publication, you must have the format authorized by Rackham. This is done at the Pre-Defense Meeting.

It is no longer required that the entire and complete dissertation be published through the University of Michigan (this is different than publishing parts of the dissertation as individual articles in research journals). All students will submit dissertations electronically to the University Library without being charged a fee; bound paper copies (which requires a fee) will no longer be accepted. You are also strongly encouraged, but not required, to submit your dissertation electronically and without charge to ProQuest/UMI.

You may choose to place an embargo on access to your dissertation by restricting its release for one year to the U-M community only. The UM-only embargo may be extended for a total of up to three years with the approval of the Dissertation Chair and the Graduate School. Under limited circumstances, you may request a full embargo on all access to the dissertation for one year.

As for the Department of Epidemiology, we have historically kept one bound copy of each Ph.D. dissertation
on our shelves, each representing a document of the accomplishments of our graduates. This is also a resource that current and future Ph.D. students can easily access. We would like to continue this sharing of knowledge, and have placed most of the previous bound dissertations at your disposition in conference room 4663 SPH Tower, across from the Chair’s Suite. You are welcome to review or borrow these at any time. Borrowing a dissertation shall be done utilizing the HONOR SYSTEM with a simple sign out sheet. We hope that everyone respects this, and the goal of sharing the resource with all other students, by not keeping a dissertation for an extended period of time. To maintain this historical record and make it easily available to all future students, the Doctoral Committee strongly encourages all you to provide a bound copy of your dissertation for the Department to add to this collection. Once completed and approved by Rackham, please have your bound dissertation sent to the Student Services Coordinator.

**Post Defense Meeting**

You should register for a post-defense meeting with Rackham to take place before the appropriate degree deadline. After your dissertation format has been approved and your committee has signed off on the oral examination form, you must submit the final paperwork to receive your degree. This paperwork includes the following: a receipt indicating payment of thesis publication fee; a completed diploma application; a bindery receipt; a signed report from your committee indicating successful completion of the oral exam; a Proquest/UMI contract; NORC and Rackham surveys; two copies of the abstract; and one extra copy of the title page.

**Deadlines for Completion**

Rackham has strict deadlines for each term by which you must have completed all of your final requirements. The deadlines can be found at the Rackham website. You must be registered for eight credits of candidacy enrollment during the full-term (no half-terms) in which you defend. The oral dissertation defense must take place no later than the last day of exams for that term unless you have been granted an extension. To be granted an extension, you must submit a note or email message from the chair of your committee before the oral dissertation defense. This note or e-mail message should state that you will have all revisions, corrections, and other requirements completed by the deadline for all requirements to be completed. It is advisable that this note or email message be submitted to OARD at the time of your pre-dissertation defense meeting. The chair of your committee should send the email message to OARD.staff@umich.edu.

A grace period is also provided to accommodate students who are unable to complete all requirements by the deadline for that term. Note that students who fail to meet the original deadline and instead complete the degree requirements during the grace period will not receive the degree until the following term. All degree requirements must be met by the grace period deadline, or an additional 8 credit Candidacy enrollment is required in the term the final degree requirements are met.

**Suggested Timeline For Doctoral Student Completion of Program Requirements**

The following is a suggested timeline to complete the various degree requirements for the doctoral program. These milestones are based on a four to five year timeline to degree completion. Some students, especially those who earned an MPH in our program, may be able to shorten this timeline somewhat, but each case will have to be considered by the faculty comprising that student's Dissertation Committee.
**Competency Exam**

It is expected that students will take the competency exam after one or two years of pre-candidate coursework. Typically, if students have completed a master's degree in epidemiology, the competency exam would be taken after two semesters of coursework (May of first year in doctoral program). If students have earned a master's degree in another discipline or desire to take additional coursework, the competency exam may be taken after four semesters (May of second year). Upon passing the competency exam, doctoral students are considered "candidates."

**Formation of Dissertation Committee and Committee Meetings**

Candidates should form their Doctoral Dissertation Committee soon after passing the competency exam. Students should begin discussions about possible dissertation committee members with their Dissertation Committee Chair soon after starting the doctoral program. Ideally, the Dissertation Committee would be established and approved by the beginning of the fall term following the competency exam. After the Dissertation Committee is formed, students should plan to meet with the full committee approximately once per year, and may meet with individual committee members for specific guidance as needed to complete their dissertation.

**Dissertation Research Prospectus and Preliminary Oral Examination**

The majority of work on the Research Prospectus should be completed after passing the competency exam although students may begin to formulate their prospectus as a pre-candidate. Ideally, the prospectus should be written, presented and approved by the full dissertation committee before the student begins extensive dissertation research. This will ensure committee input on various aspects of the plan, and will allow for committee feedback to be incorporated at the beginning stages of research. This should reduce the likelihood that unnecessary or irrelevant efforts are undertaken. Students should aim to complete and defend their prospectus no more than one year after passing the competency exam.

**Dissertation Research**

The time required to complete all research and write the dissertation is variable and dependent on the nature of the research. Typically, three to four years after becoming a candidate are required for most students to defend their dissertation and graduate.

**Final Dissertation and Oral Defense**

Students should regularly seek input from their dissertation committee chair and other committee members throughout their time in the program. This is essential to ensure periodic evaluation of progress, and to avoiding misunderstanding between the student and his/her committee members. Chapters of the dissertation should be shared with the Dissertation Chair and other committee members. There should be an agreement as to how each member wants to provide feedback on the written chapters, specifically whether they wish to see individual chapters as they are being drafted (recommended), or the entire draft of the dissertation all at once. In any event, the final dissertation should be sent to the entire committee for review and comment approximately one month before the scheduled dissertation defense. It is the candidate's responsibility to schedule the time and location of the defense such that all committee members and others in our academic community can attend. This should be communicated to the Department Student Services Coordinator so that a public announcement can be made. See section Completion and Publication of the Dissertation above.
**Additional Requirements for Degree Completion**

**Credit Requirements**
Thirty-six (36) course credit hours are required for completion of the Ph.D. program. Doctoral Candidates who register in any term must always elect Candidacy enrollment (EPID 995), which is an automatic eight credits for a full term and four credits for a half term. All research credits are to be registered on your mentor’s section number. Contact your Student Services Coordinator for access/permission to register for EPID 995.

**Augmented Candidacy Enrollment**
You may elect one additional course per full term or half term without paying additional tuition. These "free" courses may be taken for credit or as a visitor (formal auditor with permission of the instructor).

Candidates who do not select a free course during a term of EPID 995 enrollment may "bank" the free course, then select two free courses during a subsequent term of EPID 995 enrollment. This banked course must be used concurrently with an EPID 995 enrollment, and only one banked course may be utilized at any given time, i.e., no more than two free courses can be taken during any given academic year. In addition, courses may not be selected in anticipation of future banking, i.e., you cannot elect two free courses in one term, planning to take none the following term. When you take a banked course, you will initially be assessed tuition for that course. This fee will be adjusted after the Registrar's Office reviews your record to ensure all requirements for banking the free course have been met.

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

**Epidemiology 890 Requirement**
In addition to the required course credits and pre-candidacy course requirements, all Ph.D. students must meet EPID 890 requirements before being granted a degree. The EPID890 requirements were developed to help build a sense of professional affiliation with the Department of Epidemiology, the epidemiology community in general, and the practice of epidemiology. Further, this requirement was developed to provide models and practice in the presentation modalities of the discipline, including participation in seminars, poster sessions, and oral presentations at conferences.

You must register for EPID890, the Doctoral Seminar, for two credit hours in one term after you pass the Competency Examination. The class meets every other week for two hours in both the fall and winter semesters. You are required to present on your work at least once in each semester. You are also required to attend at least five of the seven sessions each semester to receive credit (Pass) for the course. The seminar will be coordinated by a faculty member.

As part of EPID890, you must meet the following requirements:
1. Participate for two semesters and present at least once in the Doctoral Seminar during each semester (see above for details).
2. Make a poster or oral presentation at Doctoral Program Day, which usually occurs annually in late January/early February. The Student Services Coordinator will notify you, via e-mail, of the date and time of the oral and poster presentations.

**Epidemiology 889 Requirement**

All PhD students are required to complete training in the responsible conduct of research (RCRS) before advancing to candidacy. Integrity in research and scholarship is a fundamental value of the University of Michigan. It is the responsibility of all students to conduct research and scholarly activities in an ethical manner at all times. An indispensable part of graduate education is for students to become knowledgeable about the responsible conduct of research and scholarship appropriate to their discipline or field of study.

You must register for EPID889, the Responsible Conduct in Research and Scholarship Seminar for one credit in your first fall term and 1 credit of your first winter term. EPI889 consists of three components: 1) RCRS training, 2) professional development, and 3) attendance at departmental seminars (mandatory as part of the course). The RCRS training will cover the following topics:

1. Research and Academic Misconduct – Fraud, Fabrication, and Plagiarism
2. Intellectual Property – Data Storage and Ownership
3. Responsible Authorship and Publications – Peer Review
4. Human Subjects Research and IRBs
5. Animal Use and Care – Laboratory Safety and Responsibilities
6. Mentor/Mentee Relationships
7. Conflict of Interest – Personal, Professional, and Financial
8. Research and Scholarship in Society and in the Global Workplace

**Administrative Policies and Details**

**Full-Time Enrollment Status**

There is no single definition of full-time enrollment in the Rackham Graduate School. The range of credits that may be required for full-time status depends on your degree level and the purpose for which you are requesting certification. For general certification and financial aid, eight (8) credits are considered to be full-time in the full-term and four (4) credits are considered to be full-time in the half-term. Full-time tuition rates are assessed for up to nine (9) credits for Pre-Candidates and eight (8) credits for Candidates. Students with appointments of 0.25 or greater as a Graduate Student Instructor (GSI) or a Graduate Student Research Assistant (GSRA) must be registered for at least six (6) credits during the terms of such appointments. International students who wish to be registered less than full-time must obtain permission in advance from an International Student and Visiting Scholar Advisor at the International Center or risk compromising their visa status.

**Continuous Enrollment Policy**

All Ph.D. students must register for each fall and winter semester from matriculation to degree completion, unless they have been approved by Rackham for a Leave of Absence or they are registered for a course and paying tuition at another university (Extramural Study status). You will register for the spring/summer
semesters if you are taking or auditing a course, doing the oral presentation of your research prospectus, or defending your dissertation. Otherwise, you do not need to register for the spring/summer semesters.

Many resources and services are available to you at the University of Michigan. All registered Ph.D. students will have consistent access to University resources and services, even during the summer when they are not registered. A complete list of resources and services can be found at [http://www.rackham.umich.edu/downloads/ce_support_services.pdf](http://www.rackham.umich.edu/downloads/ce_support_services.pdf).

If you do not register in a fall or winter semester and do not have an approved leave you will receive multiple reminders to register via e-mail to your umich.edu account. If you still do not register after receiving the reminders, you will be presumed to have ceased active study and will be withdrawn/discontinued from your programs. If you were in good academic standing at withdrawal you will be eligible to apply for reinstatement by contacting the Epidemiology Student Services Coordinator and a Records Evaluator at oard.questions@umich.edu

**Reinstatement Fee**
A Ph.D. student who discontinues enrollment in Spring/Summer 2012 or later and subsequently is reinstated into the same program will be assessed a fee equal to one quarter of the prevailing candidacy tuition rate for each fall and winter semester that the student was not registered, up to a maximum of eight semesters. Responsibility for paying the reinstatement fee will be split between the student and the graduate program that agrees to reinstate you, such that the graduate program will pay at least half of the fee.

**Term of Leave (Maternity/Family/Medical/Personal)**
Events may occur that make it necessary for a student pursuing a Ph.D. to interrupt their progress toward a degree. Since students in Ph.D. programs are required to be continuously enrolled, you may ask for a temporary leave of absence when certain life events make continued active participation impossible in the degree program. A leave of absence enables you to not register during a fall or winter term and remain in compliance with the continuous enrollment requirement. A leave will be granted to you for illness or injury, to provide care or assistance for family and dependents, to meet military service obligations, or for other personal reasons (one term allowed per student).

A student on a Rackham-approved leave of absence suspends progress toward the Ph.D. degree for a minimum of one fall term or one winter term. No tuition or fees are charged for the period during which you are on a leave of absence. A leave of absence may have implications for your federal financial aid and loans. You should consult with the Office of Financial Aid to determine how a leave might affect your aid and eligibility to defer loan repayment.

You are strongly encouraged to discuss the impact of a leave and alternatives with the chair of graduate studies (the Doctoral Committee Chair) and your faculty advisor to develop a strategy for completing the degree program. It is important for faculty to have the opportunity to provide advice and counsel about how to manage the intersection of graduate education and personal situations. As an alternative arrangement, you may remain enrolled but ask for a within-term accommodation that allows a temporary reduction in coursework, research, teaching, or other educational responsibilities, or an extension of time allowed for achieving candidacy and completing the degree. Such within-semester accommodations allow you to
maintain eligibility for student services.

Emergency situations may require you to begin a leave of absence in the middle of a term. In these circumstances, you would withdraw your registration for that term and then immediately begin the approved leave of absence. Adjustments to tuition and fee charges are made according to the schedule set by the Registrar’s Office. Emergency leaves do not reverse the charges set by this schedule.

U.S. immigration regulations may restrict the eligibility of an international student for a leave of absence. International students considering a leave of absence must consult with the International Center. The International Center can either inform you that the proposed leave of absence is permissible under immigration regulations and update the student’s SEVIS record if needed or, if the proposed leave is not permitted by immigration regulations, advise you of other possible courses of action.

To apply for a leave of absence:
1. Notify your graduate chair, department chair, and faculty advisor that you will be applying for a leave of absence and create a written tentative re-entry plan.
2. If you have a U-M issued F-1 or J-1 visa, meet with an International Center Student/Scholar Advisor to discuss how immigration regulations will impact the proposed leave of absence.
3. If you have student loans, contact the Office of Financial Aid to discuss your loan deferral status.
4. If you have a scholarship or fellowship, contact a Rackham Fellowship Officer to discuss possible implications at 734-764-8119 or flwships@umich.edu.
5. Complete and submit a leave of absence request, https://secure.rackham.umich.edu/leave/request.php

Additional details about a leave of absence can be found at Rackham’s website http://www.rackham.umich.edu/current-students/policies/doctoral/phd-students/leave-of-absence/overview.

**Graduate Student Parental Accommodation Policy**

The Parental Accommodation Policy applies to full-time, enrolled Rackham graduate students who are in good academic standing, and making satisfactory progress toward completion of their degree. You must have completed at least one full-time semester of your degree program to become eligible for coverage under this policy. All eligible students will be granted a Parental Accommodation period up to six weeks long immediately following the birth of a child or the adoption of a child under the age of six for whom the student has parental responsibilities. During this period of accommodation, you will continue to be enrolled as a full-time student. Because you remain enrolled as a full-time student and continue to pay tuition, this is not a leave of absence. It is instead a modification of deadlines and academic expectations to accommodate your new parental responsibilities. You will be able to postpone completion of course assignments, examinations, and other academic requirements. You and the advisor should consult in advance about how you will meet academic goals and requirements. You are responsible for ensuring that this consultation takes place. The accommodation period needs to be tailored to your individual circumstances, and the timing of your academic responsibilities.

You must submit a Request for Graduate Student Parental Accommodation, after appropriate consultation with your advisor, principal investigator, and graduate chair. The form, with appropriate documentation of
the anticipated birth or adoption (a letter from the student’s medical provider with an estimate of delivery date or from the adoption agency with an estimate of adoption date), will be submitted to your graduate program office for approval and to OARD at Rackham Graduate School for approval.

After the end of the parental accommodation period, you are expected to return to graduate study and resume progress toward completing your degree.

Special Notice to International Students: Students who are attending the University of Michigan with a F-1 student visa or J-1 Exchange Visitor visa are strongly encouraged to consult in advance with the International Center about their plans during the period of parental accommodation.

Additional information is available at [http://www.rackham.umich.edu/help/current_students/graduate_student_parental_accommodation_policy/](http://www.rackham.umich.edu/help/current_students/graduate_student_parental_accommodation_policy/).

**Extramural Study Status**

Students in a Ph.D. program who enroll and pay tuition at another institution to pursue study relevant to their Ph.D. degree at UM may be eligible for Extramural Study status if the course of study is seven weeks or longer and overlapping substantially with the UM fall or winter semester. Ph.D. students approved for Extramural Study status do not register at UM during that period of study, although they remain an active student in the Ph.D. program and are eligible for most University services. You may pursue extramural study more than once, but for no more than six (6) semesters over your graduate careers. Additional information is available at [http://www.rackham.umich.edu/doctoral_students/extramural_study/](http://www.rackham.umich.edu/doctoral_students/extramural_study/).

**Auditing Classes**

An official audit obligates you to attend classes regularly and complete all course requirements (e.g., papers, laboratory assignments, tests, and the final examination). The notation VI appears on your transcript; no grade is posted and no degree credit is earned. Students who do not fulfill course requirements earn the grade “ED” indicating the course was unofficially dropped. An “ED” grade has the same effect on your grade point average as a failing grade. The same fee will be charged whether you enroll for credit or as an auditor.

To audit a class, you will need to contact the Epidemiology Student Services Coordinator to pick up a Drop/Add form. You must complete the top two lines and the lower left corner of the Drop/Add form. The Class number, subject, catalog number, new hours, and modifier boxes will need to be completed. Place ‘VISIT’ in the modifier box. The instructor of the class and the department faculty advisor must both sign and date the form. You will take the original to the Central Office of the Registrar for processing.

**GSI and GSRA Appointments**

Many of our doctoral students are supported as Graduate Student Research Assistants (GSRA) or Graduate Student Instructors (GSI). These positions pay a monthly stipend, health insurance, and a tuition waiver. GSRA positions may be provided by a student's advisor for some terms, but it is rare that you will receive such appointments throughout duration of graduate study.
The Department itself has several GSI positions to offer each year, but many of the students are successful in finding GSI positions in other departments such as Biology, Chemistry, Psychology, and Statistics, depending on the student's undergraduate and graduate training. You should contact the Student Services Office of each department for specific details on how and when to apply. You may be able to find the majority of available positions listed online at http://umjobs.org/.

**Website Quick Reference Guide**

There are many helpful websites that you can visit, including our own Department of Epidemiology homepage where, under *Information and Resources*, you can find links to various sections of our website and other websites such as Rackham School for Graduate Studies, the Registrar's Office and Wolverine Access, some of which are repeated here:

**Department of Epidemiology:**
- Epidemiology Website: [http://www.sph.umich.edu/epid/](http://www.sph.umich.edu/epid/)
- Epidemiology Faculty: [https://sph.umich.edu/faculty-profiles/epid.html](https://sph.umich.edu/faculty-profiles/epid.html)
- Epidemiology Student Info & Resources: [https://sph.umich.edu/student-resources/index.html](https://sph.umich.edu/student-resources/index.html)

**School of Public Health:**
- SPH Website: [http://www.sph.umich.edu/](http://www.sph.umich.edu/)
- SPH Research: [https://sph.umich.edu/faculty-profiles/index.html](https://sph.umich.edu/faculty-profiles/index.html)
- Course Descriptions: [https://sph.umich.edu/academics/courses/](https://sph.umich.edu/academics/courses/)
- SPH Events: [http://sph.umich.edu/events/index.cfm](http://sph.umich.edu/events/index.cfm)

**University of Michigan:**
- Central Gateway to U of M: [http://www.umich.edu/](http://www.umich.edu/)
- U of M Web-based Email: [email.umich.edu](mailto:email.umich.edu)
- U of M online directory M Community: [https://mcommunity.umich.edu/](https://mcommunity.umich.edu/)
- University Events: [http://sph.umich.edu/events/index.cfm](http://sph.umich.edu/events/index.cfm)
- Parking and Transportation: [http://pts.umich.edu/](http://pts.umich.edu/)
- Housing: [http://www.housing.umich.edu/](http://www.housing.umich.edu/)
- Registrar's Office: [http://www.ro.umich.edu/](http://www.ro.umich.edu/)
- Time Schedule: [http://www.ro.umich.edu/schedule/](http://www.ro.umich.edu/schedule/)
Independent Study Instructors and Section Numbers

Sara Adar 079
Kelly Bakulski 111
Ana Baylin 078
Matthew Boulton 034
Sarah Burgard 073
Joe Eisenberg 051
Marisa Eisenberg 099
Nancy Fleischer 004
Betsy Foxman 006
Aubree Gordon 105
Sioban Harlow 018
Laura Johnson 007
Sharon Kardia 042
Carrie Karvonen-Gutierrez 094
Jim Koopman 016
Lynda Lisabeth 009
Carl Marrs 021
Emily Toth Martin 106
Carlos Mendes de Leon 090
Sofia Merajver 077
Rafael Meza 092
Alison M. Mondul 107
Arnold Monto 022
Hal Morgenstern 063
Belinda Needham 098
Marie O'Neill 070
Sung Kyun Park 084
Pat Peyser 025
C. Leigh Pearce 108
Julia Richards 027
Alex Rickard 083
Laura Rozek 081
Jennifer Smith 096
Kristin Tomey 076
Eduardo Villamor 082
Eden Wells 087
Mark Wilson 039
Zhenhua Yang 030