

Department of Epidemiology  
Guidelines for the Doctoral Degree

Fall 2011



University of Michigan  
School of Public Health

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## INTRODUCTION

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/>, 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 these forms, indicate **Epidemiologic Science Ph.D. as the Academic Program** and **00198 as the Code**. Rackham's website also provides a very efficient search engine for locating specific information contained in the Rackham Graduate Student Handbook.

### **Student Services Office**

The Student Services Offices are located in 4643 and 4647 SPH Tower. Sally Musselman, [musselms@umich.edu](mailto:musselms@umich.edu), 734-764-5415 and Nancy Francis, [nhellner@umich.edu](mailto:nhellner@umich.edu), 734-763-0182 are the Epidemiology Student Services Representatives. Your Student Services Representatives 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.

### **MCard (Student ID Card)**

If you are coming from a U-M 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 anytime after they have paid the enrollment deposit. Your MCard provides you access to SPH buildings after business hours and the computer classrooms in the basement of SPH II, and it allows you to check out books from any of the U-M libraries, 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 MCard, 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 Representative in the Department of Epidemiology Student Services Office. If you have any questions about your academic status or Rackham's policies throughout your academic career, please see the Student Services Representative.

### **Username, E-mail & Communications**

A username and password will be assigned to you upon matriculation. The username is an all-character string which serves as your unique identifier when accessing UofM services. It is also your e-mail address when appended to @umich.edu. You must have a UofM username and password in order to log into Wolverine

Access, C-Tools or your e-mail. If you have difficulty activating your username 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, both from the Department and from the School. The university's web-based email can be accessed by logging in with your username and password at: <http://www.mail.umich.edu/>

As a doctoral student, you are automatically added to the following e-mail groups: [epidocs2011@umich.edu](mailto:epidocs2011@umich.edu) and [epidocs@umich.edu](mailto:epidocs@umich.edu). The [epidocs2011@umich.edu](mailto:epidocs2011@umich.edu) group is comprised of only first-year Ph.D. students who are matriculating during the 2011 fall term. The [epidocs@umich.edu](mailto: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 you make sure 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 a Student Services Representative.

### **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 Representatives 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.

### **C-Tools**

C-Tools, <http://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. If you need assistance learning how to use C-Tools, please attend a free training workshop. The schedule for these workshops can be found under the training heading at <https://ctools.umich.edu/>. In addition, every doctoral student can set up a Grad Tools site on C-Tools to review their progress and manage their dissertation project. More information is available about this site feature at <http://gradtools.umich.edu/>.

### **Computer Sites**

There are several computer sites throughout the University, the closest being on the ground floor of the SPH II building. You will need to use your MCard to access this computer site. For a complete listing of computer sites, go to the ITD website, <http://www.itcs.umich.edu/sites/>. There are also a number of computers available for use on the second floor of SPH I. Students can print up to 400 pages at ITCS Campus Computing sites per term free of charge. Please visit the ITCS website for more information: <http://www.itcs.umich.edu/sites/printing/>.

## **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 U-M 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 U-M library. Inter-library loan has books or articles in journals not owned by U-M, which can be requested from other libraries. For more information about these services, visit the U-M library website:

<http://www.lib.umich.edu/delivery-services>. A large number of public health and medical journals are available online, requiring login with your unqiqname and Kerberos password. To view the complete list of Electronic Journals visit <http://www.lib.umich.edu/ejournals>.

## **STAGES IN THE DOCTORAL DEGREE**

After admission to the Doctoral Program, there are two major stages in your 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; complete the Epidemiology course requirements; and successfully pass the written Competency Examination.

### **Candidacy**

The major tasks of a Candidate are to: develop a written prospectus that describes your research plan; complete an oral Preliminary Examination during which you present your research proposal to your dissertation committee and receive their approval for your written prospectus; complete the proposed research identified in your prospectus with the ongoing guidance of your dissertation committee; and present your dissertation research in a final oral "Dissertation Defense." Candidates must complete 18 additional course credits, including 8 credits of EPID 995 (Dissertation Research) each fall and winter term with the option to take one course for candidate level tuition. If a Candidate wants to take additional courses, additional tuition rates will apply, additional information in the Augmented Candidacy Enrollment section of this handbook on page 18.

In general, the Epidemiology Doctoral Program takes a total of 2.5 to 4.5 years to complete. This time frame largely depends on how soon a student completes and passes the Preliminary Examination. Once a student successfully completes the Preliminary Examination, it usually takes two or three years to complete the additional requirements for the Ph.D. degree. Although every student differs in their time frame, a typical timeline might be matriculation in the fall term (with a relevant Master’s degree), successful completion of the written Competency Examination the following spring, development and defense of the research prospectus (i.e. completion of the Preliminary Examination) within the following 9 to 18 months, and completion of the research effort, including the final oral defense and written dissertation within the next 12-27 months.

## **TIME LIMITS FOR DEGREE COMPLETION**

A student 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. A student who

exceeds the maximum time limit, or who needs additional time beyond the expected term of completion, should do each of the following:

1. Communicate with the dissertation committee chair and/or the department chair and obtain 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 the student plans to defend the dissertation.
3. Submit the Petition to the Epidemiology Student Services Office for further processing. Rackham's decision will be communicated to the student, 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; 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 9 credits per term. A Pre-Candidate is required to obtain a minimum of 18 credits before advancing to Candidacy.

### **In-Residence Course Credits**

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 course credits from certain independent study courses do not count towards In-Residence course credits. For example, Epid 990, Pre-Candidate Dissertation Research, does not count towards the In-Residence course credits. However, Epid 891, Advanced Readings in Epidemiology does count toward the In-Residence course credits.

### **Requirement 2: Completing the Course Requirements**

As a Pre-Candidate, you are required to take two didactic Epidemiology courses: EPID 811 and EPID 812. EPID 811 is [Critical Appraisal of Epidemiologic Studies](#) (3 credits), and EPID 812 is [Critical Appraisal of Pathobiology](#) (2 credits). Both courses are offered during the winter term, and students must register for them prior to taking the Competency Examination.

Before taking the Competency Examination, first-year doctoral students are expected to complete the core courses in our Master of Public Health program in epidemiologic methods, biostatistics, and pathobiology. In

particular, doctoral students who have not completed EPID 601, [Principles and Methods of Epidemiology](#) (fall, 4 credits), or a similar course at another university should take this course in their first fall term. Another strongly recommended methods course for Ph.D. students is EPID 814, [Topics in Epidemiologic Analysis](#) (winter, 3 credits), which should be taken after 601. Faculty mentors should also suggest additional courses that will help students prepare for the Competency Examination or meet their career objectives (refer to Table 2 on page 12 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 Representative, you can register for an independent study (Epid 891, 970 or 990), 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 is included in this handbook on page 26.

### **Cognate Requirement**

All Pre-Candidates are required to earn four academic credits of graduate “cognate course work” (non-epidemiology course work). Students may submit a request to the Chair of the Department of Epidemiology to use their graduate level courses taken at another institution or at the University of Michigan before starting their Ph.D. program. (Write these credits on the [Recommendation for Candidacy form](#) as cognate credits, “**IN SPIRIT**”.) If the chair approves these credits, it will be sent to Rackham’s OARD for final approval. Students are required to provide an official transcript to Rackham’s OARD showing the relevant coursework.

### **Requirement 3: Successfully Passing the Competency Examination**

#### **The Competency Examination**

The Competency Examination is typically taken after the first year of the doctoral program, although this time frame is flexible. The exam is offered only one time during a calendar year, usually in late April or early May. It is recommended that students who plan to take the Competency Examination consult with their advisor and discuss preparatory coursework and readiness for taking the examination.

In general, the exam is intended to ensure students have sufficient competency in the broad areas of epidemiology to justify their pursuit of a specific area of epidemiologic research. These broad areas are the core areas common to all epidemiology students, including population science concepts, study design, data-collection methods and measurement, statistical methods and other analytic approaches, causal inference, and biological knowledge. These core areas of the exam are assessed through three in-class questions on general principles and methods of epidemiology, biostatistical methods and applications to epidemiologic analysis, and pathobiology.

The exam is also intended to test students’ understanding and ability to integrate substantive material in the following areas: chronic disease epidemiology; infectious disease epidemiology; social epidemiology; and laboratory methods. The take-home exam contains one question from each of these four areas, and the student is required to answer any two questions. These four areas are not meant to represent comprehensive or mutually exclusive areas of epidemiology, but rather to reflect the current range of research in which a student may specialize in the Department of Epidemiology. These areas may change over time.

## THE COMPETENCY EXAMINATION

The Competency Examination is not designed to be a recitation of a collection of facts presented in a specific course, but rather is designed to probe the student’s 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.

### Format and Structure

The Competency Examination is given in two parts: Part I consists of three questions from the core-content area, which will be distributed and answered in class. Part II consists of four take-home questions from different research areas that may vary from year to year. Take-home questions will be distributed after Part I has been completed. Students are required to answer all three questions in Part I and answer two of the four questions in Part II (see Table 1).

<b>Table 1: Content Areas for Examination</b>		
<b>Questions</b>	<b>Content Area</b>	<b>Example Area</b>
<b>Core – Part 1</b> A single question in each area to be answered by all students.	<b>Epidemiology principles and methods</b>	Study design, subject selection, data collection and measurement, effect estimation, sources of bias, effect modification and interaction, causal inference.
	<b>Biostatistics and application to epidemiology</b>	Choice and implementation of statistical methods including model fitting, parameter estimation and significance testing, statistical inference, and interpretation of statistical findings.
	<b>Pathobiology</b>	Integrating pathobiological knowledge into the design, analysis and interpretation of epidemiologic studies
<b>Content Area Specific – Part II</b> One question will be posed in each of four areas. Students must answer two of the four questions.	<b>Chronic Disease, Infectious Disease, Social Epid, Laboratory Methods</b>	Demonstrate substantive knowledge in a given area. Identify key issues in formulating research questions and designing research, critical review of published literature, synthesis of data across studies, resolution of conflicting results, drawing of judicious inference, formulation of next research and disease control steps.

All Competency Examination questions are open-book, open-note format. Students may use all materials they bring with them to the in-class portion of the exam. USB flash drives are permitted; external hard drives are not permitted. Students are NOT permitted to use the internet during the in-class portion. Cellular telephones are not permitted for the in-class portion. If concerns of emergency calls, can give phone to proctor during exam.

Students may use any material they can access, including the internet, for the take-home portion of the exam.

There is a time limit for the core-content area questions in Part I and a word limit for the take-home questions in Part II.

Grading of the exam is blinded, so that graders will not be able to identify the students. The Student Services Representative will assign and distribute a numeric code to each student prior to the exam, and this code is used on the exam instead of names or other identifying information.

### **Intention to Take the Exam**

Part I of the Competency Examination is administered in late April or early May. The Student Services Representative will contact the students with the exact dates. The Competency Exam has historically taken place in SPH II Computer labs, located on the ground floor. There will be two days for the in-class portion of the Competency Examination. **Part I, Day 1** commences at 8:00 AM and ends at 5:00 PM. Students are required to leave the examination for a one-hour lunch period. Lunch is provided by the department. **Part I, Day 2** commences at 8:00 AM and ends at 12:00 PM. 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.

Students are not required to be registered for coursework at the time they take the exam, if they have had a previous fall and winter enrollment. During the winter term, an email will be sent by the Student Services Representative asking those who plan to take the exam to identify themselves. All students who intend to take the exam must respond to the Student Services Representative. Upon receiving your response, the Student Services Representative will notify the exam participants of the location, date, time, as well as any additional information related to the exam.

### **Requests for Extended Exam Time**

Provisions in the form of extended exam time will be made for students with disabilities. Such requests, however, must come through the Services for Students with Disabilities (SSD), <http://www.umich.edu/~sswd/index.html>. Students 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 the student with a letter to bring back to the Epidemiology Student Services Representative. 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 Representative.

### **Grading Process**

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 each student and will make a recommendation of pass, conditional pass, or fail. The entire 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 each student to review in the Student Services Office: the student's exam grade—pass, conditional pass, or fail; the requirements of a conditional pass or recommendations for students who failed; and a copy of the student's answers with graders' comments, if available. Recommended answers or guidelines for answering the questions will be posted online.

### **Criteria for Competency Exam Grades**

There are three possible outcomes for the overall exam grade: unconditional pass, conditional pass, and fail.

- An **unconditional pass** requires a mean score on all five questions of 70% or more and no score on any question that is less than 60%.
- A **conditional pass** requires a mean score on all five questions of at least 60% but less than 70% or one score (but no more than one score) less than 60%. Students who receive a conditional pass will be required to satisfy a condition in the area in which they received a score of less than 60%. Conditions may include, but are not limited to, taking courses for credit, completing exercises in addition to the course for credit, tutorials, or taking another exam question. Any conditions that are imposed must be satisfied before the next Competency Examination. Failure to meet the deadline will result in retaking the entire examination. All conditions must be completed before a student with a conditional pass can advance to Candidacy.
- A **fail** receives a mean score on all five questions that is less than 60% or scores less than 60% on two or more questions. Students who fail the exam for a second time will not be able to continue in the program.

### **Appeals Procedure**

Students may appeal their exam grades or the conditions set for completing a conditional pass. Those wishing to do so 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 the student may have taken as part of master's 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 students expected to have taken all of the courses listed prior to taking the Competency Examination. In Part II of the exam, students answer two of four questions and are therefore not expected to be familiar with the material covered in all listed courses. Students should consult with their faculty mentor to decide on the best strategy to prepare for Part II of the exam.

**Table 2: Courses Relevant for Competency Examination**

<b>Questions</b>	<b>Content Area</b>	<b>Example courses</b>
<b>Core – Part I</b>	<b>Epidemiology principles and methods</b>	Epid 600 <i>Introduction to Epidemiology</i> Epid 601 <i>Principles and Methods of Epidemiology</i> Epid 655 <i>Field Studies in Epidemiology</i> Epid 811 <i>Critical Appraisal of Epidemiologic Studies</i> Epid 814 <i>Topics in Epidemiologic Analysis</i>
	<b>Biostatistics and application to epidemiologic analysis</b>	Biostat 503 <i>Introduction to Biostatistics</i> Biostat 523 <i>Biostatistical Studies</i> Biostat 560 <i>Statistical Methods in Epidemiology</i> Epid 656 <i>Applied Epidemiologic Data Analysis</i>
	<b>Pathobiology</b>	<i>EHS 513 Pathologic Basis of Disease</i> <i>Path 580 General Pathology or Path 581 Tissue, Cellular and Molecular Basis of Disease</i> Epid 812 <i>Critical Appraisal of Pathology</i>
<b>Content Area Specific – Part II</b>	<b>Infectious Disease</b>	Epid 605 <i>Infectious Disease Epidemiology</i> Epid 606 <i>Advanced Infectious Disease Epidemiology</i> Epid 880 <i>The Epidemiological Links between Infectious and Chronic Disease</i>
	<b>Chronic Disease</b>	Epid 552 <i>Epidemiology of Chronic Diseases</i> Epid 880 <i>The Epidemiological Links between Infectious and Chronic Disease,</i> Epid 604 <i>Cardiovascular Disease</i> Epid 621 <i>Cancer Epidemiology</i>
	<b>Laboratory Methods</b>	Epid 543 <i>Virus Diseases</i> Epid 545 <i>Viral and Molecular Techniques Laboratory</i> Epid 560 <i>Mechanisms of Bacterial Pathogenesis</i>
	<b>Social Epidemiology</b>	Epid 514 <i>Social Epidemiology</i> Epid 617 <i>Social Epidemiology II: Social and Economic Determinants of Population Health</i> Epid 804 <i>Population Health and its Determinants</i> Epid 819 <i>Psychiatric Epidemiology</i>

## FORMALLY ADVANCING TO CANDIDACY

When a Pre-Candidate has satisfied all the requirements and is ready to advance to candidacy, the student should complete a [Recommendation for Candidacy](#) form, which is available on Rackham's website, and submit it to the Student Services Representative. The Student Services Representative will obtain the signature from the Epidemiology Department Chair and submit the form to Rackham's OARD for processing. Copies are also placed in the student's departmental academic file.

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 OARD website. 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, 2011-2012 Academic Year

Term in which student will be considered a Candidate (Candidacy tuition begins)	Deadline for all requirements to be met
Fall 2011	September 20, 2011
Winter 2012	January 18, 2012
Spring or Spring/Summer 2012	May 1, 2012
Summer 2012	June 27, 2012
Fall 2012	September 18, 2012

Students who anticipate advancing to Candidacy at the beginning of a term, but have not officially done so, should contact the Students Services Representative to get access/permission to register for EPID 990. Rackham will change that course selection to EPID 995 upon approval of the [Recommendation for Candidacy](#), and tuition will subsequently be recalculated. Students not registered for EPID 990 will have EPID 995 automatically added to their course selections.

Once a student is a Candidate, 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 Examination, students should form their Dissertation Committee with consultation and collaboration from their faculty advisor. Upon formation of their Dissertation Committee, the [Dissertation Committee Form](#) should be completed and submitted to the Epidemiology Student Services Representative, who will obtain the final signatures and submit to Rackham. This form can be found online at Rackham's website. Students must resubmit the same form if the composition of their Dissertation Committee changes.

### 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. In the Department of Epidemiology, the sole chair or at least

one of the two co-chairs must have a regular faculty appointment in Epidemiology.

- 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 the graduate chair and by Rackham.**

### **Chair or Co-Chairs**

Each chair or co-chair is responsible for guiding and encouraging the Candidate's 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 the Candidate's discipline.

### **Cognate Member**

The cognate member's role is to broaden the scholarly representation of the dissertation committee beyond the Candidate's home program and to provide a non-specialist's perspective on the quality and relevance of the dissertation.

### **Eligibility for Service on Dissertation Committees**

Nominations for dissertation committee service are made by means of the [Dissertation Committee Form](#), which must be signed by the chair of the doctoral program and the department chair. All nominations must be approved by the Graduate School and are subject to the following guidelines:

1. Regular members of the 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. Regular members of the 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 ([see Special Membership 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, research assistant professors, and research) who are affiliated with a Rackham doctoral program may serve on dissertation committees if they hold an earned doctorate from an accredited institution ([see Special Membership 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. If approved, they may serve as a member of the committee, as the sole chair, co-chair, or cognate member.

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.

No person working toward a doctoral degree may serve on a dissertation committee until all requirements for the degree have been met.

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.

### **Additional Documentation Required**

A [Nomination for Special Membership Form](#), found on Rackham's website, a memo detailing the nominee's expertise in the dissertation topic (usually written by the committee chair), and a *curriculum vita* or resume must accompany the Dissertation Committee Form when the following nominations are being made:

- University faculty and staff who are not regular faculty and qualified people from outside the University who may or may not hold academic appointments and whose service on the committee would contribute significantly may be nominated for special membership.
- A retired professor may be nominated to serve as a Chair or Cognate on a dissertation committee. This request must accompany the three pieces of paperwork listed above and a letter from the retired professor confirming he/she has experience serving on and chairing dissertations committees, has taught formal courses or seminars, and served as an advisor or counselor for graduate students.
- A primary research staff (i.e., research scientists, associate and assistant research scientists, and research investigators) may be nominated to serve as sole chair of a dissertation committee. This request must accompany the three pieces of paperwork listed above and a memorandum from the doctoral Candidate's program chair describing the nominee's qualifications for dissertation committee service.

## **THE PRELIMINARY ORAL EXAMINATION**

In addition to the written Competency Examination, doctoral students are required to satisfactorily pass a preliminary oral examination in which their research prospectus is presented to the dissertation committee. It is expected that students will give their presentation within 12 months of successful completion of the Competency Examination. Failure to do so may lead the Epidemiology faculty to find that the student is not making satisfactory progress toward his or her degree. Students are required to be registered for at least one credit during the term in which they present their prospectus.

### **The Written Prospectus**

The written proposal should include the following elements (though not necessarily with this exact organization), and it 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.

1. **Abstract** (about 1 page or less)

2. **Specific Aims and Hypotheses** (about 1-2 pages) – make clear the specific questions to be investigated in the dissertation and the long term goal(s) of this type of research.
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, its public-health significance, its 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 Oral Presentation**

The oral presentation and submission of a written prospectus of the research protocol implies prior planning and review by the student's mentor and consultation with members of the student's dissertation committee. A related issue is that both the student and mentor have a shared responsibility for informing members of the dissertation committee about progress or modifications in the research protocol.

### **The Oral Presentation 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 about 45 minutes, and the entire presentation plus discussion and feedback to the student should take approximately two hours.

Following the presentation and questions, the student will be asked to leave the room to allow the members of the dissertation committee to discuss his or her performance. The committee will decide whether the student has passed, passed with conditions, or failed. Following that decision, the committee will ask the student 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 the 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 examination, a Preliminary Examination Form must be completed, signed by the dissertation committee members, and returned to the Epidemiology Student Services Representative.

## **COMPLETION AND PUBLICATION OF THE DISSERTATION**

There are several steps students must take in the final stretch towards completing the dissertation and getting it published. It is strongly recommended that students 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/OARD/Doctoral.html>

### **Pre-Dissertation Defense Meeting**

Students must [register online](#) for a Rackham Group Pre-Defense Meeting at the Office of Academic Records and Dissertations. Students must register at least three days before the meeting occurs. The pre-defense meeting must occur at least ten working 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. Candidates are encouraged to bring a copy of their dissertation for a format review, or they may choose to submit it by mail no later than three weeks before the scheduled oral defense.

### **Dissertation Oral Defense Public Relations:**

All students must submit a [Dissertation Oral Defense Public Relations Information Sheet](#) at least two weeks prior to their 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 your oral defense. If the student does 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 fax or email. Three days before the oral defense, 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 Defense Packet**

As soon as all dissertation evaluations have been received and reviewed by OARD, your oral defense packet will be prepared. Take the packet to your oral defense and hand it to your chair before the oral defense begins. *The Final Oral Examination Report* must be hand-carried or faxed to Rackham by you or your committee chair within 48 hours of the defense.

### **Formatting and Publishing Your Dissertation**

It is required that your dissertation be published. Most students publish in University Microfilm format. You can get templates for formatting your work correctly by visiting the OARD website. In order to get the

dissertation authorized for the final defense and publication, you must have the format authorized at Rackham. This is done at the Pre-Defense Meeting.

### **Post Defense Meeting**

Students 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. A doctoral student must be registered for 8 credits of candidacy enrollment during the full term (no half terms) in which he or she defends. 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](mailto: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.

## **ADDITIONAL REQUIREMENTS FOR CANDIDATES**

In addition to completing the Preliminary Examination, completion of your doctorate includes specific credit and course requirements. Other requirements include completion and publication of the dissertation and final administrative issues.

### **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 8 credits for a full term and 4 credits for a half term. All research credits are to be registered under your mentor's section number. Contact your Student Services Representative 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 course may be banked 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 Requirements**

In addition to the required course credits and pre-candidacy course requirements, all Ph.D. students must meet EPID 890 requirements before being granted their degree. The EPID 890 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, these requirements were developed to provide models and practice in the presentation modalities of the discipline, including participation in seminars, poster sessions, and oral presentations at conferences.

Doctoral students must register for EPID 890 for two credit hours in one term after they pass the Competency Examination. The seminar will meet for two hours every two weeks. Students will be required to attend at least 5 of the 7 sessions to receive credit (Pass). The seminar will be coordinated by a faculty member.

As part of EPID 890, students must meet the following requirements:

1. Participate in the Doctoral Seminar for the term in which they register (see below for details).
2. Make a poster or oral presentation at Doctoral Program Day, which usually occurs in early February each year. The Student Services Representative will notify students, via e-mail, of the date and time of the oral and poster presentations.

### **The Doctoral Seminar**

The objectives of the doctoral seminar are to provide a forum for:

- the socialization of advanced doctoral students and an opportunity for doctoral students to exchange with other students as they develop their dissertation proposals and/or prepare for their final defense;
- doctoral students to discuss novel, controversial, or fundamental issues in epidemiology, including new methodologic techniques, polemic papers, and issues related to the philosophy of science and the history of epidemiology;
- doctoral students to gain practice in presentations and discuss career trajectory issues; and for
- the Department to contribute to the professionalization of doctoral students by facilitating discussion of career issues, grant funding, review process, etc.

Although this is a requirement of a registered course, the faculty oversight is designed to be minimal. Instead, organization and management of the doctoral seminar is done by the doctoral students. This may include, but is not limited to, scheduling presentations, identifying faculty attendees, and/or inviting guest speakers. The seminar is scheduled to meet for two hours every other week. As a participant in the seminar sessions, students should anticipate either presenting their research or being an active discussant. The seminar will be offered in both the fall and winter terms, and it is expected that doctoral students will attend even if they are not registered.

Since this EPID 890 requirement started in 2009, doctoral students who matriculated in the fall 2008 or earlier and who have not previously registered for EPID 890 will be grandfathered into the new system. Students who have already registered for one semester of 890 will be expected to attend and participate in the doctoral seminar, but they will not be required to register for another semester of EPID 890 in the new format.

## **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, 8 credits are considered to be full-time in the full term and 4 credits are considered to be full-time in the half-term. Full-time tuition rates are assessed for up to 9 credits for Pre-Candidates and 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 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). Students will register for the spring/summer semesters if they are taking or auditing a course, doing the oral presentation of their research prospectus, or defending their dissertation. Otherwise, students do not need to register for the spring/summer semesters.

Many resources and services are available to students 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).

Students who do not register in a fall or winter semester and who do not have an approved leave will receive multiple reminders to register via e-mail to their umich.edu account. If the student still does not register after receiving the reminders, the student will be presumed to have ceased active study and will be withdrawn/discontinued from their programs. Students who were in good academic standing at withdrawal will be able to apply for reinstatement by contacting the Epidemiology Student Services Representative and a Records Evaluator at [oord.questions@umich.edu](mailto:oord.questions@umich.edu) to request information on reactivating their student status in the doctoral program.

Rackham Student Government has worked with Rackham to develop a process for Ph.D. students who wish to dispute the equity and fairness of decisions made about them by program faculty in relation to the Continuous Enrollment Policy. The process begins with a conversation between the student and the Graduate Chair in his or her own program; resources are available in Rackham to assist students in initiating this conversation. If

disputes cannot be resolved informally, a more formal process is available. The Continuous Enrollment Dispute Resolution Board, [http://www.rackham.umich.edu/policies/continuous\\_enrollment\\_dispute\\_resolution/](http://www.rackham.umich.edu/policies/continuous_enrollment_dispute_resolution/), has the authority to hear and resolve disputes that are not satisfactorily resolved using informal methods. The Board is comprised of equal numbers of Ph.D. students, who are named to the Board by Rackham Student Government, and academic administrators, who are named to the Board by the Dean of Rackham.

### **Term of Leave (Maternity/Family/Medical/Personal)**

Events may occur that make it necessary for a student pursuing a Ph.D. program to interrupt his or her progress toward a degree. Since students in Ph.D. programs are required to be continuously enrolled, they may ask for a temporary leave of absence when certain life events make impossible continued active participation in the degree program. A leave of absence enables a student to not register during a fall or winter term and remain in compliance with the continuous enrollment requirement. A leave will be granted to students for illness or injury, to provide care or assistance for family and dependents, to meet military service obligations, or for other personal reasons (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 or winter term. No tuition and fees are charged for the period during which a student is on a leave of absence. A leave of absence may have implications for a student's federal financial aid and loans. Students should consult with the Office of Financial Aid to determine how a leave might affect their aid and eligibility to defer loan repayment.

A student is strongly encouraged to discuss the impact of a leave and alternatives with the chair of graduate studies (the Doctoral Committee chair) and their 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, a student may remain enrolled but ask for a within-term accommodation that allows a temporary reduction in coursework, research, teaching or other educational responsibilities, or an extension of time allowed for achieving candidacy and completing the degree. Such within-semester accommodations allow a student to maintain eligibility for student services.

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

U.S. immigration regulations may restrict the eligibility of an international student for a leave of absence. International students considering a leave of absence must consult with the International Center, so the Center can either inform the student 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 the student 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](mailto: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/doctoral\\_students/leave\\_of\\_absence/](http://www.rackham.umich.edu/doctoral_students/leave_of_absence/)

### **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 U-M may be eligible for Extramural Study status if the course of study is 7 weeks or longer, overlapping substantially with a U-M fall or winter semester. Ph.D. students approved for Extramural Study status do not register at U-M during that period of study, although they remain an active student in the Ph.D. program and are eligible for most University services. Students may pursue extramural study more than once, but for no more than 6 semesters over their 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 a student to attend classes regularly and complete all course requirements (e.g., papers, laboratory assignments, tests, and the final examination). The notation VI appears on the student's record; no grade is posted and no degree credit is earned. Students who do not fulfill course requirements earn the grade ED to indicate the course was unofficially dropped, in this case, the grade point average remains unaffected. The same fee will be charged whether the student enrolls for credit or as an auditor.

Students will need to contact the Epidemiology Student Services Representative to pick up a Drop/Add form. Students 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. Have the instructor of the class and your department faculty advisor sign the form. Give a copy of the completed form, with signatures, to your Student Services Representative and take the original to the Central Office of the Registrar to process.

## **GSI AND GSRA APPOINTMENTS**

The Department of Epidemiology has limited resources to support students. 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 a student will receive such appointments throughout duration of graduate study.

The Department itself has only a few GSI positions to offer each year, but many of our 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. Students should contact the Student Services Office of each department for specific details on how and when to apply. One particular website that offers postings from various departments throughout the University can be found at: <http://www.umich.edu/~hrra/acadhr/grads/postings.html>

## **FELLOWSHIPS AND SCHOLARSHIPS**

The Rackham School of Graduate Studies administers several grants and fellowships for which our students are eligible. **Nominations for these fellowships are determined by the Doctoral Committee upon recommendations from faculty. Nominations deadlines typically are two-three weeks before the Rackham Deadline.** A list of Rackham-administered fellowships and grants can be found under Funding Resources on Rackham's homepage: <https://secure.rackham.umich.edu/Fellowships/support/list.php>.

Descriptions of several Rackham's fellowships are provided below. For more detailed information on how to apply, what information to submit with your application, and Department deadlines to apply, please visit the Epidemiology Student Resource website, [http://www.sph.umich.edu/epid/information/doctoral\\_funding\\_opportunities.html](http://www.sph.umich.edu/epid/information/doctoral_funding_opportunities.html).

***Barbour Scholarship:*** For women of the highest academic and professional caliber who are citizens of countries in the area once called the "Orient" (Eastern countries in the region extending from Turkey on the west to Japan and the Philippines on the east). Awards cover full tuition and registration fees plus a stipend of \$15,600 for an academic year. In addition, awardees will be eligible for GradCare health insurance during the tenure of the fellowship. Rackham Application Deadline: January 20, 2012.

***Rackham International Students Fellowship:*** This fellowship assists outstanding international students who are in their second or third term. One-time awards of \$7,500 will be made. Rackham Application Deadline: October 13, 2011.

***Rackham Non-Traditional Fellowship:*** For Michigan residents who wish to return to graduate school after an extended absence (at least 5 years). The award is in the amount of \$15,200 to be used as a stipend or towards tuition and may include GradCare health insurance coverage for 12 months. Rackham Application Deadline: October 13, 2011.

***Rackham Debt Management Award:*** Students enrolled full-time in a Rackham doctoral program in Social Work/Social Science, Public Policy, Public Health or Nursing may be nominated for these awards (regardless of citizenship). At least four awards of \$10,000 each will be issued as a stipend after July 1. Each participating unit may nominate up to three students. Eligible students will have achieved Candidacy at the time of application; will have spent at least 2 years in community service prior to beginning graduate school; must intend to return to public service careers in the United States upon graduation; and will be carrying student-related debt accrued during the undergraduate and/or graduate years. Rackham Application Deadline: April 5, 2012.

***Rackham One-Term Dissertation Grant/Fellowship:*** One-Term Dissertations Fellowships are intended to speed the process of completing the dissertation. Except in unusual cases, they should be awarded to students who are at the writing stage of the dissertation. Awards consist of candidacy tuition and registration fees plus a stipend of \$7,600 for one term, and students are eligible for GradCare health insurance. Students must be registered during the tenure of the award. These fellowships are now processed within the Department upon nomination by the student's advisor. Nominations for the next academic year will be solicited from faculty by the Doctoral Committee sometime during the winter term.

***Rackham Predoctoral Fellowship:*** The appointment is for three terms and may begin in the Spring, Summer or Fall term. Students are expected to be involved full-time in the completion of degree requirements. Awards consist of a monthly stipend of \$2,100 for 12 months plus Candidacy tuition and eligibility for GradCare. Approximately 240 students are nominated each year. Rackham Application Deadline: January 20, 2012.

***Susan Lipschutz, Margaret Ayers Host and Anna Olcott Smith Awards for Women Graduate Students:*** At least three \$5,000 awards will be made for Spring/Summer support. Women graduate students actively pursuing a doctoral degree in any Rackham program and who have achieved Candidacy by the application deadline are eligible to be nominated. Nominees must have a GPA of 7.6 or higher. Award recipients will have demonstrated exceptional scholarly achievement, a sense of social responsibility, and an interest in their academic community. Rackham Application Deadline: February 2, 2012.

## GRANTS

***Rackham Graduate Student Emergency Funds:*** This fund is intended to help meet financial needs of students who encounter an emergency situation or one-time, unusual or unforeseen expenses during their degree

program. Situations eligible for funding include such events as personal or family medical emergencies, major accidents and events such as fire and natural disasters, and expenses related to the illness or death of an immediate relative. Normal living expenses such as rent, car repairs, child care and utilities are not generally considered emergency situations. Exceptions may be made for extraordinary circumstances. For students who qualify for need-based financial aid, an emergency award may reduce original award amounts. Students must be in good academic standing. Awards may be up to \$2,500, and students are limited to no more than two emergency awards. Students may apply to Rackham at any time.

***Rackham Graduate Student Research Grant:*** This grant is designed to support Rackham graduate students who need assistance to carry out research that advances their progress toward their degree. The grant is intended to defray costs of conducting clearly defined research projects. Pre-Candidates are eligible for an award up to \$1,500. Candidates are eligible for an award up to \$3,000. Doctoral students are eligible for two Graduate Student Research Grants during their graduate programs, one before Candidacy and one as a Candidate. Applications are accepted at any time and are reviewed monthly. Students may apply directly to Rackham at any time for this grant.

***Rackham Conference Travel Grant and Rackham/International Institute Conference Travel Grant:*** Graduate students are eligible to apply for a Rackham Conference Travel Grant if the student is in good academic standing in a Rackham degree program and has been accepted to present a poster or paper at a conference. Students are eligible for one travel grant award (either domestic or international, but not both) during a fiscal year from July 1 to June 30. Awards are granted up to \$500 for the continental US, up to \$750 for Alaska, Hawaii, Puerto Rico, Canada, Mexico, Caribbean and Europe, and up to \$1,000 for Africa, Asia, South America and Australia. Students may apply directly to Rackham at any time PRIOR to the conference.

***Department of Epidemiology Travel Grant:*** The Department of Epidemiology has set aside a small amount to assist students presenting a poster or paper at a conference. Students may receive up to \$500 for airfare and ground transportation (to and from the airport). Rackham students should first apply for a Rackham Travel Grant before requesting Department funds. Students should submit their entire budget and letter of acceptance or abstract and indicate the amounts and sources of any supplemental funding they have received including support from their advisors or grants from the conference to which they are traveling. Applications are available on the Department website under Student Information and Resources when funds are available. If funds are not available, the form will not be available on the website.

***Department Administered Rackham Block Grant:*** Throughout the year, the Doctoral Committee (D.C.) will call for applications from doctoral students requesting Block Grant funds. The timing varies, but usually the first call is in the middle of the fall term. Students may request funds in addition to other awards received from Rackham or other sources for travel to conferences in which they are presenting and research-related expenses. Students will be notified by email of the deadline to apply for Block Grant funds. When applying, students should include: a letter justifying why this proposal should be funded; 2) a letter from your faculty advisor; 3) two budgets: one that outlines the support you expect to receive from your advisor and other sources; and another that specifically outlines what you are requesting from the block grant fund; 4) documentation of application, and the outcomes, to other sources of funds; and 5) the date when you expect to complete your doctoral degree. Students traveling to conferences or requesting funds for research-related expenses should first apply for a Rackham Travel, Research Grant and/or a Department Travel Grant before requesting funds from the Block Grant. For more information, please visit: [http://www.sph.umich.edu/epid/pdf/funding/11-12\\_block\\_grant\\_funding.pdf](http://www.sph.umich.edu/epid/pdf/funding/11-12_block_grant_funding.pdf).

## 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/>  
Epidemiology Faculty: <http://www.sph.umich.edu/iscr/faculty/dept.cfm?deptID=3>  
Epidemiology Student Information & Resources: <http://www.sph.umich.edu/epid/information/>

### **School of Public Health:**

SPH Website: <http://www.sph.umich.edu/>  
SPH Research: [http://www.sph.umich.edu/faculty\\_research/faculty\\_research.html](http://www.sph.umich.edu/faculty_research/faculty_research.html)  
Course Descriptions: <http://www.sph.umich.edu/iscr/caid/>  
SPH Events: [http://www.sph.umich.edu/iscr/news\\_events/](http://www.sph.umich.edu/iscr/news_events/)

### **University of Michigan:**

Central Gateway to U of M: <http://www.umich.edu/>  
U of M Web-based Email: <http://mail.umich.edu/>  
U of M online directory M Community: <https://mcommunity.umich.edu/>  
University Events: <http://www.umich.edu/news.php>  
Parking and Transportation: <http://pts.umich.edu/>  
Housing: <http://www.housing.umich.edu/>  
Registrar's Office: <http://www.umich.edu/~regoff>  
Time Schedule: <http://www.umich.edu/~regoff/schedule/>  
Wolverine Access (web-based registration): <http://wolverineaccess.umich.edu/>

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Matthew Boulton	034
Sarah Burgard	073
Ana Diez-Roux	056
Joe Eisenberg	051
Betsy Foxman	006
Janet Gilsdorf	046
Steve Gruber	040
Sioban Harlow	018
Howard Hu	074
Sharon Kardia	042
Jim Koopman	016
Lynda Lisabeth	009
Duane Newton	089
Carl Marrs	021
Carlos Mendes de Leon	090
Sofia Merajver	077
Rafael Meza Rodriguez	TBD
Arnold Monto	022
JoLynn Montgomery	035
Hal Morgenstern	063
Marie O'Neill	070
Suzanne Ohmit	075
Sung Kyun Park	084
Pat Peyser	025
Erin Rees Clayton	080
Julia Richards	027
Alex Rickard	083
Laura Rozek	081
Amr Soliman	059
Kristin Tomey	076
Eduardo Villamor	082
Eden Wells	087
Mark Wilson	039
Zhenhua Yang	030