Doctoral Student Handbook Contents
Welcome to the School of Information Doctoral Program .. 2
Program Oversight and Governance .. 3
Advising .. 4
Achieving Candidacy and Meeting the Degree Requirements .. 4
Annual Progress Review .. 7
Satisfactory Progress .. 7
Grievance Procedures .. 7
Student Appeals Procedure .. 8
Financial Support for Doctoral Students .. 9
Doctoral Student Travel Grants .. 9
Doctoral Student Organization (DSO) .. 10
Fellowships and Awards .. 10
Admission Deferral Policy .. 11
Summer Classes .. 11
Milestones .. 11
Doctoral Student Incentive Accounts .. 11
Other Useful Information .. 12
Doctoral Student Resources .. 13
   The “Famous” 10 Questions .. 13
   Doctoral Student Library .. 13
   Bibliography .. 13
Whom to Contact .. 14
Revision History .. 15
   Program Requirements (Program Prior to Fall 1997) .. 15
   Program Requirements (Fall 1997 to Fall 1999) .. 15
   Program Requirements (Fall 1999 Until Further Notice) .. 15
Doctoral Program Coursework Tracking and Planning Sheet (TAPS) .. 17
Doctoral Program Milestones .. 18
Doctoral Program “Usual Progress” .. 19
University of Michigan School of Information Doctoral Program Milestone Form .. 21
University of Michigan School of Information Request to Take Summer Classes .. 23

Please Note:
This handbook is the authoritative published source of academic degree requirements for the School of Information's doctoral program. Effective date September 2003.
Welcome to the School of Information Doctoral Program

A Ph.D. education is unlike any other education you have experienced. In a Ph.D. program you become a world's expert in something, even more expert than your advisor and other professors. So the key in this education is you. We will guide you and advise you, challenge you, push you, hold your feet to some fires, encourage you, and cheer when you achieve the goal. Our primary job is to show you by example what it means to conduct research, first working with you and then gradually moving back to where you do it yourself. You will read tons of material, generate ideas about how the world works with information, try out ideas on colleagues (including primarily other students in the program), pilot some data gathering mechanisms, analyze the data, work to glean conclusions and put the results into meaningful relationship with the rest of the area. What an exciting endeavor! Through research, you will become the first person ever to know something and then have the pleasure to share it with the rest of the world.

Along the way, we will also help you learn how to teach and how to contribute to the service of your profession, to review papers of others, work to develop and conduct conferences and workshops, and to think deeply about the new field of Information. In fact, you and your student colleagues are the leaders of the next generation of scholars in Information.

To help you achieve this, we have put together a set of information about the program, its requirements and timelines. That is what is in this handbook. Of course, not everything you need to know is in here; there is a companion handbook from Rackham. You are held to their requirements in addition to ours. You are advised to seek information also from various books like *Getting What You Came For*, *The Compleat Academic*, and *The Craft of Research*. Many of your student colleagues have these; extra copies are in the Doctoral Office. And, you should get information from people, both your advisor, senior Ph.D. students, and colleagues in the field. It is not easy to become the world’s expert in something; the task is somewhat open ended. But the fact that others have done it suggests it is possible. We have selected you into the program because we believe you have the raw talent and appropriate experience and attitudes to succeed. The rest is up to you!

Judith S. Olson

Richard W. Pew Professor of Human-Computer Interaction
Director, Doctoral Program at the School of Information
Program Oversight and Governance

The Ph.D. is the highest degree awarded by the University of Michigan; it signifies that the student has successfully mastered a body of skills and knowledge in preparation for a career as an independent scholar. Careful oversight and governance of the University’s doctoral programs ensure the quality of the degrees granted.

Rackham School of Graduate Studies: The University of Michigan Board of Regents has delegated responsibility to the Rackham School of Graduate Studies (Rackham) for overseeing the requirements for all Master’s degrees and three doctoral degrees: Doctor of Philosophy (Ph.D.), Doctor of Education (Ed.D.) and Doctor of Musical Arts (A.Mus.D.). Rackham, therefore, has responsibility for ensuring the integrity of these degrees, and students must satisfy requirements specified by the Rackham School of Graduate Studies as well as their departmental requirements.

Rackham policies, procedures and requirements are published in the Graduate Student Handbook (GSH); it contains the general rules that cover graduate study in Rackham programs, including information about admission and coursework standards, tuition and fee policies, registration procedures, grading policies, formation of the dissertation committee, and awarding of degrees. Information about the Rackham School of Graduate Studies is available at www.rackham.umich.edu. The Graduate Student Handbook is available at www.rackham.umich.edu/StudentInfo/Publications/GSH/. Any changes in Rackham policies or regulations are announced through a monthly Graduate Student E-mail Update, department and program offices, and in the online version of the GSH.

Dean of the School of Information: Most policy making authority resides in the Office of the Dean. Policy changes are developed and recommended by the Committee on the Doctoral Program and the faculty, as discussed below, but must be approved by the dean before they are adopted. (In some cases, policies must further be approved by the Rackham School of Graduate Studies, and/or the provost, and/or the Regents of the University.) Most of the routine operational decisions concerning the doctoral program and individual doctoral students have been delegated by the dean to either the director of doctoral studies or the Committee on the Doctoral Program.

Director of Doctoral Studies: The director of doctoral studies is appointed from among the governing faculty and serves as the primary point of contact for the doctoral program. The director chairs the Committee on the Doctoral Program, advises students, resolves problems, reviews student progress annually, and typically leads the Ph.D. seminar. The director also oversees recruitment, coordinates admissions procedures, and manages the doctoral program budget.

Committee on the Doctoral Program: The Committee on the Doctoral Program consists of members of the governing faculty with overlapping terms and the president of the Doctoral Student Organization. The committee’s primary function is to monitor the quality of the program by periodically reviewing and evaluating its goals and guidelines. In addition, the committee assists the director of doctoral studies in the evaluation of student progress, serves as an advisory group to the dean on matters related to the doctoral program, and reviews program applications and makes recommendations regarding admittance. The committee recommends program and policy changes which must then be approved by the dean or the entire faculty. As noted above, in some cases, policies must further be approved by the Rackham School of Graduate Studies, and/or the provost, and/or the Regents of the University.

Doctoral Student Organization (DSO) President: Student needs and interests are represented on the Committee on the Doctoral Program by the DSO president. In this role, the DSO president communicates student concerns and issues and provides advice to the committee based on formal and informal communication with the doctoral students. The DSO president attends all meetings of the Doctoral Committee and is a voting member of the committee, with the exception of issues involving individual current student matters, such as the annual evaluation of student progress. The DSO president also serves as the School’s representative to the Rackham Graduate Student Forum.

Faculty: The Faculty votes on policy changes recommended by the Committee on the Doctoral Program. The Committee on the Doctoral Program delegates authority for some curriculum approvals to an individual student’s faculty advisor.
Advising

During your doctoral study you will work closely with one or more faculty members of this School and in your related fields of study. Your major advisor is the key to your success in graduate school. The members of your pre-candidacy and dissertation committees also serve as important mentors in your study.

Upon admission to the program you will be assigned an interim advisor. This faculty member will assist you in developing your first year of study. During the first year, you will select your regular advisor in consultation with the director of the doctoral program. This may be the same person as your interim advisor, but as you get to know the faculty better and as your research interests crystallize, you may want another faculty member to serve in this role. Any member of the SI governing faculty may serve as the student’s advisor by agreement between the faculty member and student. Please notify the director of the doctoral program in writing if you change major advisors.

Achieving Candidacy and Meeting the Degree Requirements

To achieve candidacy, the student must complete all of the fee, residency, and course requirements, successfully complete the pre-candidacy research project, and pass the preliminary examinations as described below. This should ordinarily be accomplished by the end of the summer following the student’s second year. In order for the student to be advanced to candidacy, SI must complete and submit to the Rackham School of Graduate Studies a “Recommendation for Candidacy” form which certifies that you have completed satisfactorily all department requirements for candidacy. The dates for submission of the forms for each term are listed on the Rackham Web site.

The tuition rate for candidacy registration (SI 995) is substantially less than that for pre-candidacy registration, and it is the same whether you are a resident of the State of Michigan or not. With some exceptions (see the Graduate Student Handbook for details), doctoral candidates are required to be registered during any term in which they draw University services. The Graduate Student Handbook also provides information on augmented candidacy enrollment and free courses.

To be awarded the Ph.D. degree from the School of Information at the University of Michigan, the following requirements must be met:

1. Meet the residency and fee requirements of the Horace H. Rackham School of Graduate Studies
2. Successfully complete a pre-candidacy research project
3. Successfully complete all course requirements as stipulated by the School
4. Pass the preliminary examinations
5. Complete the School’s teaching requirement
6. Successfully defend a dissertation proposal before the Dissertation Committee
7. Obtain dissertation approval from the Dissertation Committee and the Rackham School of Graduate Studies, and successfully defend the dissertation before the Dissertation Committee

Each of these requirements is discussed further in the sections that follow.

1. Meet the residency and fee requirements of the Rackham School of Graduate Studies

Residency and Length of Program: The School of Information requires all doctoral students to complete 36 hours of study in residence in Ann Arbor. Courses elected for “visitor” status and SI 990 (Pre-Candidacy) or SI 995 (Candidacy) cannot be used to fulfill the residency requirement. All doctoral students are expected to be enrolled on a full-time basis. While the amount of time needed to complete all the requirements of the doctoral degree will vary with each student, it requires a minimum of three years of full-time study. Four to five years is more typical. The maximum length of time allowed to complete the degree is seven years past first enrollment in the program. For reasons of childbearing or dependent care responsibilities, students may request an additional year. To extend the time limit due to these and other reasons you must petition SI and the Rackham School of Graduate Studies for an extension. For most University services and financial aid, you need to be enrolled a minimum of eight hours in the full fall or winter terms and/or four hours in the spring or summer half terms. Check the Rackham Graduate Student Handbook for details. Additionally, the tuition structure is two-tiered, reflecting resident and nonresident classifications.
Detached study is a special status for those wishing to pursue studies away from Ann Arbor. See the Rackham Graduate Student Handbook for details on applying for detached study.

**Rackham Fee Hour Requirements:** All students earn a minimum number of credit hours for which Rackham fees (i.e., tuition) are assessed. These accumulated credits are referred to as the Rackham Fee Total (RFT). Doctoral students must accumulate a minimum of 36 fee hour credits before being advanced to candidacy and at least 68 Rackham fee hours consisting of course and dissertation work to receive the degree. Since tuition is assessed only for the first nine credit hours in the fall or winter terms (five in the spring and summer half terms) only nine (or five) hours will be counted toward the RFT, regardless of the number of hours elected in the term. See the Rackham Graduate Student Handbook for complete details.

2. **Successfully complete all course requirements as stipulated by the School**

A total of 36 hours of course work is required as described below. The selection of courses, performed in consultation with your faculty advisor, should support your research interests and help prepare you for the preliminary examinations. Course requirements in each category below (except “Transfer Credit”) are mutually exclusive. For example, courses counted toward the Research Methods requirement cannot also be counted toward the Advanced Course requirement.

**Advanced Courses in the School of Information.** Each student must take at least 15 credits of advanced (700 level) courses in substantive areas in the School of Information. The exact courses will be selected in consultation with the student’s advisor, with the joint goals of preparing the students for the preliminary exams and providing a base of knowledge for the student’s research interest.

**Research Methods.** Each student is required to take three graduate courses (nine credits) on research methods and statistics. One course will be a methods survey course (SI 840) offered by the SI faculty and should be taken in the first year. At least one of the other two advanced courses must be a graduate-level quantitative methods course, including but not limited to, probability, statistics and/or experimental design. Students are encouraged to consider the summer courses offered at the Inter-University Consortium for Political and Social Research (ICPSR) for fulfilling this requirement. For information on ICPSR, go to its Web site at www.icpsr.umich.edu/ (see later section on summer courses).

**Ph.D. Seminar.** All first- and second-year Ph.D. students are required to participate in a noncredit, informal Ph.D. seminar offered under the supervision of an SI faculty member. This seminar will meet once each week. The seminar will consist of student presentations of ongoing research projects, faculty presentations of their research, discussions of professional development issues (e.g., publishing, grant writing, job searching), and discussions of current issues. While required of first- and second-year students, other doctoral students are encouraged to attend as well.

**Cognate courses.** In order to meet the doctoral cognate requirement, the School of Information requires that each Ph.D. student take four credits outside the School of Information. These four credits may be satisfied by multiple options (e.g., one three-credit course, and one one-credit seminar). However, to count as cognates, the courses may not be cross-listed with SI and may not otherwise count toward the student’s degree (e.g., any classes taken outside SI to fulfill the doctoral methods requirement may not also count as a cognate course). Any cognate coursework must be 1) at the graduate level and 2) approved in advance by the student’s advisor. Courses at the 300 level and below are not acceptable for graduate credit. Courses at the 500 level and above are acceptable for graduate credit; courses at the 300 level and below are not. Courses at the 400 level and above are acceptable for graduate credit if and only if they have been so approved by Rackham. Approved courses are listed in a Rackham publication titled Rackham Academic Programs (available at www.rackham.umich.edu/Programs) or can be found by checking with the Rackham Course Approval Officer at (734) 764-8221.

**Transfer Credit:** The University of Michigan does not permit transferring of credits from another university at the Ph.D. level. Graduate work done elsewhere can be used only to 1) satisfy the cognate requirement in spirit, 2) reduce Rackham Fee Totals when the student has a master’s degree (from an accredited institution) that is relevant to the doctoral program being pursued at the University of Michigan, or 3) help complete a master’s degree being pursued concurrently with the Rackham doctoral degree. Additionally, the School of Information may require students entering the Ph.D. program without a master’s degree to take courses in the master’s degree curriculum in order to gain a broad base of knowledge in the areas covered in the preliminary examinations. The specific courses should be decided on by the student and his or her advisor.
3. Pre-candidacy research project

Each Ph.D. student will carry out and complete a research project under the supervision of at least one SI faculty member. The exact nature of the project will be worked out by the student and the faculty member(s). It could be a project that results from an ongoing line of research by the faculty member, or it might be on some new topic mutually agreeable to the parties. A short (3-5 single-spaced pages) proposal for the project must be submitted to be approved by the student's advisor and then be submitted to the Committee on the Doctoral Program for review no later than the January 15 of the student's first year in the program.

A final report of the project, submitted in a format acceptable for publication in an appropriate journal, must be approved by the student's advisor and submitted to the Committee on the Doctoral Program by the end of December of the student's second year in the program. The student will also present the project in the Ph.D. Seminar. Presentations based on the pre-candidacy research project will be open to all students and faculty in the School.

4. Pass the preliminary examinations

The preliminary examinations measure both the student’s general knowledge of material in the area of information and specific knowledge in his or her area of specialization. Thus, the exam will consist of two parts, one common to all students in the School and the other tailored to the student’s particular interests.

The common preliminary examination usually will be taken in May of the student’s second year in the program. All students will take the common examination at the same time. This exam will be graded by faculty committees appointed by the Director of Doctoral Studies.

The specialized preliminary examination usually will be taken by the end of the summer following the student’s second year in the program. The form and method of examination will be agreed upon by the student and a committee consisting of the student’s advisor and two other faculty members, at least one of whom must be on the SI teaching faculty.

If the student fails either exam, a committee consisting of the Director of Doctoral Studies, the student’s advisor, and a third member of the faculty who participated in the grading of the exam will determine what the student must do. Among the options are retaking a new version of the entire exam, retaking portions of the exam (e.g., individual questions that were failed), or taking a follow-up oral exam. Whichever option is chosen, it must be completed no later than the end of the fall semester of the third year. Ordinarily, failure of the follow-up activity will result in dismissal from the Ph.D. program.

Once you have completed items 1-4, you will be ready to advance to candidacy. Further information on candidacy can be found on page 4 of this handbook.

5. Complete the School’s teaching requirement

Each student will carry out two semesters (or equivalent) of teaching from among the following options: teach as a Graduate Student Instructor in an SI course or in a department related to SI’s mission; teach a course as an adjunct or lecturer; be involved in supervising Master of Science in Information students in the Practical Engagement Program portion of the SI master’s curriculum; or teach an outreach or continuing education course (e.g., off-site, in the evening, or in the summer). The requirement will ordinarily be completed after the second year of studies.

6. Successfully defend a dissertation proposal before the Dissertation Committee

Dissertation Committee: Upon achieving candidacy, the student should formulate a research area for dissertation research and put together a Doctoral Dissertation Committee. The Rackham School of Graduate Studies guidelines must be followed when composing the committee. These guidelines, which are detailed in the Graduate Student Handbook, address the composition of the Dissertation Committee and eligibility for service on Dissertation Committees. In general, the Dissertation Committee must contain at least two SI faculty, and must be chaired by one of them. In addition, per Rackham requirements, at least one member of the Dissertation Committee must not hold an appointment in the School of Information. The committee must be approved by the director of doctoral studies prior to the proposal defense. The membership of the Dissertation Committee must also be approved by the dean of the Graduate School. The approval form can be obtained at www.rackham.umich.edu/OARD/pdf/disscommittee.pdf.
Dissertation Proposal: The student will write a formal dissertation proposal that must be approved by the Dissertation Committee. This proposal must lay out the planned dissertation research, including a rationale based on the appropriate literature. The proposal should be circulated to Dissertation Committee members and to the director of doctoral studies at least two weeks prior to a formal defense meeting. The defense meeting will be an open meeting, and will be publicized to SI doctoral students and faculty. The Dissertation Committee is expected to hold its deliberations in private. The Dissertation Committee will submit a written statement of their approval of the proposal following the defense. Unlike other aspects of the doctoral program, the Rackham School of Graduate Studies does not have any major policies or regulations regarding the preparation or defense of the Dissertation Proposal.

The dissertation proposal is intended to constitute an agreement between the student and the Dissertation Committee as to the scope and character of the dissertation project. Any change in the nature of the dissertation must be approved in writing by the dissertation chair and the director of doctoral studies.

7. Obtain dissertation approval from the Dissertation Committee and the Rackham School of Graduate Studies, and successfully defend the dissertation before the Dissertation Committee

Dissertation Preparation and Defense: The organization and format of the dissertation are governed by the Rackham School of Graduate Studies. Fortunately, Rackham has a helpful handbook that outlines the parts of the dissertation, suggestions for word processing, the physical specifications, required procedures for submitting the dissertation (including format checks) arranging for your oral examination, and more. It is highly recommended that you obtain a copy of the Dissertation Handbook from the Office of Academic Records and Dissertations, 110 Rackham Building, or online at www.rackham.umich.edu/StudentInfo/Publications/DissertationHandbook/. The handbook is available free of charge.

The formal defense of the dissertation is an event whose format and character are largely governed by Rackham. The student must be enrolled for 8 credit hours of candidacy (SI 995) during the full term (fall, winter, or spring/summer) he or she plans to defend the dissertation, although the grace period specified by Rackham. The event itself must be scheduled in advance and an announcement will be posted publicly both at SI and at Rackham. Except for private deliberations by the Dissertation Committee, the defense is an open event that anyone may attend.

Annual Progress Review

The School is vitally concerned that all doctoral students progress smoothly through their program of study and research. We want to keep track of each student’s progress in the program and provide assistance when needed. In addition, financial support in many cases is contingent on satisfactory progress. In order to systematically mark progress and discuss future plans, all doctoral students, regardless of their enrollment status, must file an annual progress report. Each spring, the student will receive a request for a report from the director of doctoral studies.

Satisfactory Progress

A student would ordinarily be expected to complete the Ph.D. program within four to five years of entering it. The student, the student’s advisor, and the Committee on the Doctoral Program may jointly approve an alternate schedule, which shall be put in writing. During its annual review of doctoral students, the Committee on the Doctoral Program may recommend that the director of doctoral studies issue a formal warning to any student who is not making satisfactory progress. A second annual review that results in an unsatisfactory evaluation could result in termination from the program.

Grievance Procedures

The grievance procedure related to academic disputes at the School of Information is available at si.umich.edu/academics/doctoral-handbook.htm#grievance, and is provided below. These procedures may be used for academic disputes, as well as charges of discrimination on the basis of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status, or on the basis of any other characteristic or status discrimination against which is prohibited by law. Graduate students may also refer to the Rackham Academic Grievance Procedures contained within the Student Handbook (page 40) that is published by the Rackham School of Graduate Studies for more details on the Rackham policy.
In addition, all U-M students are expected to adhere to provisions of the Code of Student Conduct, which is administered by the U-M Office of Student Affairs.

**Student Appeals Procedure**

**A. Purpose**

The Student Appeals Procedure is the formal mechanism within the School of Information for reviewing student grievances after all efforts among the parties involved have proven to be unsuccessful.

It is the primary intent of this formal procedure to provide a means for dealing with a number of questions relating to student grievances. A further intent is to resolve problems within the School rather than having these disputes settled by an outside referee or the Graduate School Appeals Board and Panel.

The appeals procedure is usually concerned with these kinds of academic matters:

- Final course grades and other degree-related questions
- Unethical, unfair, discriminatory treatment of, or intimidation of students; and
- Disciplinary actions arising from alleged student misconduct

The Student Appeals Procedure applies to all students enrolled in, or taking courses in, the School of Information. This includes master's degree students, doctoral students, special students, and students enrolled in other units who may be taking courses in the School. Student appeals will be reviewed by an *ad hoc* Advisory Appeals Committee made up of members selected from both the School of Information governing faculty and the student body.

**B. Advisory Appeals Committee**

1. **Membership**
   
   a. The *ad hoc* Advisory Appeals Committee shall consist of five (5) members, including an associate dean of the School of Information as chairperson and two (2) students appointed by the officers of the School of Information Student Association. If the grievant is a doctoral student, then the student members of the committee shall be doctoral students selected by the other enrolled doctoral students.
   
   b. Either the grievant or the defendant faculty member(s) may challenge the appointment of any member appointed to the committee (see part C, paragraph 3).
   
   c. Members are appointed to serve until a recommendation is rendered by the committee.
   
   d. The dean shall appoint a secretary, who is not a member of the committee, to record all proceedings of the committee.

2. **Purpose and Authority**
   
   a. The *ad hoc* Advisory Appeals Committee is authorized to review testimonial and documentary evidence pertinent to a grievant’s appeal and to advise in settling grievances within the School. Recommendations of the committee are not binding upon the grievant, the faculty, or the School.

**C. Appeals Procedure**

1. The grievant will make every reasonable effort to discuss the complaint with the faculty member(s) involved. If this discussion is not satisfactory, the grievant should next discuss the matter with the dean, and the grievant may then, if still unsatisfied, submit a written statement to the dean requesting the appointment of an *ad hoc* Advisory Appeals Committee. The written statement must describe the nature of the complaint and the previous efforts made to discuss the complaint with the faculty member involved. The statement must be submitted within ninety (90) days after the last day of the term in which the alleged cause for the grievance occurred.

2. The dean shall appoint the governing faculty members to the committee and ask the officers of the School of Information Student Association or the enrolled doctoral students (whichever is appropriate) to appoint student members to the committee. Within ten (10) days following the receipt of the written complaint, the dean shall notify in writing the parties to the dispute of the action taken.
3. Within ten (10) days following notification by the dean, the parties to the dispute may object to appointments made to the committee and may suggest that alternative members be appointed by submitting a written statement to the dean. If the suggested alternate members are acceptable to those persons responsible for appointments to the committee, the alternate members will replace those originally appointed.

4. If neither party to the dispute objects to the composition of the committee, the dean shall immediately schedule hearings. These hearings will be open only to persons involved, except that either party may bring an advisor. An advisor must agree to respect the confidentiality of the hearing and limit his or her role to that of consultation.

5. The committee shall hear all testimonial and documentary evidence it deems pertinent to the grievance and shall make recommendations to the dean regarding settlement of the dispute. All committee recommendations shall be made by vote by a simple majority.

6. Except in extenuating circumstance, the committee shall make its recommendations to the dean within thirty (30) days after its final appointment.

7. All proceedings of the committee hearings shall be recorded. A copy of the recorded proceedings shall be given to the grievant and to the defendant faculty member(s), and a copy shall be retained by the School.

8. Within ten (10) days of the issuance of final recommendations, the dean shall provide the parties to the dispute with a written copy of his own final decision.

9. The dean shall dismiss the committee upon completion of the committee's work.

**Financial Support for Doctoral Students**

Students admitted to the doctoral program are usually offered some form of financial aid. Continued support is contingent on successful academic performance and progress toward the degree. Currently, tuition grants are not considered taxable income, but any level of stipend support you may receive is taxable. You should always check with a tax advisor or the Internal Revenue Service for the current regulations regarding taxability of financial support for education. For other financial aid, such as loans and grants, contact the University of Michigan Office of Financial Aid: (734) 763-6600. Additionally, the Rackham Fellowships Office, 122 Rackham ([734] 764-8119 or 800-521-2830), provides information on fellowships and scholarships from a variety of sources.

**Doctoral Student Travel Grants**

The School of Information and the Rackham School of Graduate Studies offer travel grants to provide opportunities for graduate students to become familiar with and take part in the life of their academic professions. Forms are available from the Doctoral Program Coordinator.

*School of Information Doctoral Student Travel Grant:* The School of Information will provide up to $250 each year to a student to attend a professional meeting. If you are participating in the program (*i.e.*, giving a talk, presenting a poster, serving on a panel, etc.), the School will provide up to $500. To be considered, the student must fill out an SI Doctoral Student Travel Form and obtain the approval. Documentation of participation must be submitted at the time of application. The School will provide support for one meeting an academic year per Ph.D. student (the academic year is defined as September 1 to August 31). This support can, of course, be combined with other sources of support such as Rackham travel funds or grant funds.

*Rackham Graduate School Travel Grants:* Awards are available for graduate students who are delivering a paper or poster at a conference. To be considered, the student must complete application form available from www.rackham.umich.edu/Fellowships/guideln/2195.html and obtain the signature of the Director of Doctoral Studies. The student must attach a copy of the program or letter of invitation with the applicant's name clearly stated verifying participation in the conference. The maximum award is $400. A student may receive funding under this program only once per academic year, September 1 through August 31. No application will be considered for funding retroactively.

*Rackham/International Institute Travel Grant (RIITG):* Rackham and the International Institute offer travel funds for students who are pre-candidates or candidates presenting at international conferences abroad. Stu-
students must meet all criteria for the Rackham travel grants listed above (the same application form is used). The maximum award is $700 for conferences in Canada, Mexico, Central America, the Caribbean, and Europe. The maximum award for Africa, Asia, South America, and Australia is $900.

**Doctoral Student Organization (DSO)**

The DSO is a student-run organization for all doctoral students in SI. The purpose of the group is to support and facilitate each student’s work throughout the doctoral program. Other students are a source of useful information and experience. The DSO capitalizes on this experience by providing referrals to fellow students who have experience with various procedures and classes, serves as a forum for dissertation discussions, and organizes occasional social events. The president of the Doctoral Student Organization is elected by the students each fall. The DSO president represents student needs and interests as a member of the Committee on the Doctoral Program and is the School’s representative to the Rackham Graduate Student Forum. With respect for the numerous commitments of most doctoral students, formal DSO meetings are few but the support and information resources are great.

**Fellowships and Awards**

**Virginia Ehrlicher Fellowship.** Each year one student will be awarded the Virginia Ehrlicher Fellowship. Dr. Ehrlicher is a graduate of our program and has endowed this fellowship. This award covers one year of your stipend, and is usually awarded to a first- or second-year student. Students receiving this award will be expected to attend the Fellowship Luncheon and also correspond with Dr. Ehrlicher.

**Rackham One-Term Dissertation Fellowship (www.rackham.umich.edu/Fellowships/guideln/2050.html).** Each year, the Rackham Graduate School provides to the School of Information a single, one-term dissertation fellowship. The award is for a $6,000 stipend, tuition, and health-program coverage. It is awarded to one student each academic year. In order to be considered for this award, a student must have achieved candidacy prior to the beginning of the term in which he or she receives the fellowship. The student must have established a dissertation committee and submitted the Nomination of Dissertation Committee form to the Records and Dissertation Office prior to the beginning of the term in which he or she receives this fellowship. Recipients of this award may not be employed more than 10 hours per week during the tenure of the fellowship. Recipients may not hold this award in conjunction with another award. The doctoral committee makes the decision on who receives this award. The deadline for submitting applications for this award to the doctoral program manager is February 1. Your application will be in the form of a one- to two-page essay stating why you should be given this award. Please attach a current curriculum vita.

**Rackham Predoctoral Fellowship (www.rackham.umich.edu/Fellowships/guideln/2110.html).** Each year, the Rackham Graduate School awards 60 university-wide fellowships to students who must be nominated by their School. A fellow receives a $1,800 per month stipend plus candidacy tuition and registration fees for a maximum of twelve (12) months. Health program coverage will also be available during the tenure of the award. Eligible students are those who have advanced to candidacy, must be finishing their degree within six years, and have not previously been awarded a Rackham Predoctoral Fellowship. During the period of tenure, a fellow may not accept salaried employment requiring more than 10 working hours weekly (equivalent to a .25 GSA appointment). Such employment must be approved by the Fellowships and Recruitment Office, Rackham Graduate School, in response to a written request from the student. To apply for this award please submit an application form (found on the above Web site) to the doctoral program manager by December 1.

**Rackham Dissertation Award (www.rackham.umich.edu/Faculty/DDANomination.html).** Any member of the faculty may submit a nomination which must be endorsed by the School. The School of Information may submit only one nomination to the Rackham Graduate School; two may be accepted if the department can argue persuasively that the dissertations are distinctly different in intellectual content. Award winners will be selected by a broad group of faculty, including nonspecialists. Therefore, nominators should explain the contributions of the work clearly. If you would like to be nominated for this award, please discuss it with your dissertation chair and with the doctoral program manager. Due date for applications is November 1.

**The SI Outstanding GSI Award.** Each year SI bestows one Outstanding GSI Award. The awardee is chosen by the doctoral committee based on teaching ratings and student comments. The winner of the award receives a $1,000 honorarium and is nominated for the University-wide Outstanding GSI Award. The award covers teaching from the winter term through the fall term of each calendar year, so that the award may be given at the
beginning of each winter term. The deadline for the Rackham award is March 15. Previous award winners were Deborah A. Torres in 2002 and R. Kelly Garrett in 2003.

**Admission Deferral Policy**

The Doctoral Committee, generally, will not offer a deferral to students who have been admitted. If there is an urgent need for a person to defer, the Committee will consider each request on a case-by-case basis as exceptions.

**Summer Classes**

The School, generally, will pay tuition for fall and winter terms only. If you want to take a spring, spring-summer, or summer course, you must make a special request for financial support from the Doctoral Program (unless your advisor agrees to pay tuition from his or her funds). The request must be made via a request form (see page 23).

**Milestones**

When you pass a milestone, please fill out a “Milestone Form” (see page 21). Have your advisor sign it and turn it in to the doctoral program manager. Milestones include:

- Approval of pre-candidate paper proposal
- Successful completion of pre-candidate paper
- Passing the “general” prelims
- Passing the “field” prelim
- Successful completion proposal defense

**Doctoral Student Incentive Accounts**

**Purpose:** The doctoral student incentive accounts were created to give a small incentive to SI doctoral students who search out, apply for, and receive funding from outside the University. Students who bring in outside fellowship money or grants that offset SI or University funding will have 10 percent of the total award put into an account administered by the doctoral program coordinator.

This is University money set aside for the student’s use, and as such is subject to University policy. The Incentive Account money can be used for the following items:

- For travel to meetings and conferences
- For purchase of books, software, or supplies
- For subject payments (subject to IRB approval)

**Procedures:** The preferred method of payment would be to have fellowship money deposited into the Doctoral Program account and the award notice given to the doctoral program administrator. If this is not possible, the award notice should still be given to the program administrator to verify the amount of the award.

When students decide to use their incentive money, they need to notify the program administrator of their intent, and she will arrange to purchase books or software, prepare their travel report, or arrange for subject payments. Students will receive a statement at the beginning of each semester stating the account activity.
Other Useful Information

The School of Information and the University of Michigan offer a wealth of programs and services. Information applicable to all SI students is available on the School’s Web site or from SI’s Office of Academic and Career Services (403 West Hall). The Rackham Graduate Student Handbook provides useful information about life as a U-M graduate student and describes other resources and offices throughout the University that can assist you. There are a few things, however, that are unique to doctoral student life at SI that you will find it useful to know.

**Doctoral student offices:** SI doctoral students are provided with office space. Each doctoral student is assigned a desk, with a locking drawer, in the SI North Building. This space is allocated by the Doctoral Student Organization (DSO). Doctoral candidates share four enclosed offices at SI North. Offices are assigned by the DSO; when there are more requests than offices, students with a defended dissertation proposal take priority. One additional office is available in the basement of the Shapiro Library. This space is meant for use while on Central Campus and is not assigned to any individual.

**Mailboxes:** Student mailboxes are located in the mail/copy room on the third floor of SI North. Please check your mailbox on a regular basis for messages from faculty, students, and staff, as well as for announcements of upcoming events.

**Electronic mail lists:** All SI students are members of the si.students@umich.edu list. Doctoral students are also members of two other lists and may use these addresses to send messages as appropriate:

- SI Students - Doctoral (si.students.doctoral@umich.edu)
- SI Doctoral Students Organization (si-dso@umich.edu)

This is an administrative list maintained by the doctoral program manager. It corresponds with SI’s official list of doctoral students and also includes key faculty and staff who work closely with the Ph.D. program.

- **Photocopying privileges:** Doctoral students will be provided with an account number by the SI administrative staff. They may then use designated SI photocopy machines for academic-related copying, with a per-copy charge. Bills will be issued each month. See the doctoral program manager for more information.

**SI Ph.D. intranet:** The intranet (si.umich.edu/phdintranet) includes announcements, program forms (milestones, TAPS, travel requests, reports, etc.) and resources (books, prelim list, etc.).

**SI Ph.D. WorkTools site:** WorkTools (worktools.si.umich.edu) categories include general resources about doctoral study, job postings, Ph.D. resources on the U-M campus, Ph.D. seminars, pre-candidacy research papers, prelim materials, professional advice, program announcements (administrative, teaching advice, materials, and tools).
Doctoral Student Resources

- “How to Give an Academic Talk” — tips on giving presentations: si.umich.edu/~pnc/PDF/howtotalk.pdf
- “How to Read a Book” — discusses strategies for reading long/dense material quickly and efficiently, with better recall: si.umich.edu/~pnc/PDF/howtoread.pdf
- U-M's Sweetland Writing Center now maintains a Web site with good tools for addressing technical, psychological, and organizational issues about writing. Includes online style manuals, handouts, etc.: lsa.umich.edu/swc/help/resources.html

The “Famous” 10 Questions

1. What is the problem? (in the theoretical debate, the world)
2. Who cares? (an argument about its importance)
3. What have others done? (the lit review, but pointed as an argument)
4. What is your approach? (your general approach, the new idea)
5. What are you going to do explicitly? (your operationalization, investigation)
6. What will happen? (or did happen, if you have results)
7. What does this mean? (in terms of answering the problem)
8. Who cares? (in what way is this important)
9. Where will you publish these results?
10. What will you be doing in five years?

Doctoral Student Library

A library of books on teaching and on getting a Ph.D is available in the office of Karen Woollams, the STIET program coordinator. If you’re interested, stop by and borrow. Please return all books at the end of each semester — if you want to check one out again, that’s okay, but we’d like to verify inventory each semester. If someone asks for a book that is already checked out, we’ll notify the person who has it and ask him or her to return it within two weeks for the next person to borrow.

Bibliography

- University of Michigan, Rackham School of Graduate Studies. How to Mentor Graduate Students: A Guide for Faculty at a Diverse University. Available online only at www.rackham.umich.edu/StudentInfo/Publications/FacultyMentoring/contents.html.
Whom to Contact

Office of Academic Records and Dissertations
110 Rackham Building
915 East Washington
Ann Arbor, MI 48109-1070

(734) 763-0171
Fax: (734) 936-1809
E-mail: OARD.questions@umich.edu
www.rackham.umich.edu/OARD

If you are ever unsure how a policy applies to you as an individual, please consult the Office of Academic Records and Dissertations. An important part of the function of this office is to help students, staff, and advisors understand and meet the Graduate School’s rules and regulations. This office is also the place to obtain a copy of the Rackham Graduate Student Handbook, the Dissertation Handbook and forms needed for candidacy, Dissertation Committee approval, and more.

Office of Student Recruitment and Support: Fellowships
122 Rackham Building
915 E. Washington
Ann Arbor, MI 48109-1070

(734) 764-8119 or 800-521-2830
Fax: (734) 647-2815
www.rackham.umich.edu/Fellowships/

The Office of Fellowships and Recruitment provides information on University fellowship programs for Rackham graduate students and on the major federal programs (including the National Science Foundation and the Fulbright Grants for Study Abroad). This office also administers doctoral student travel grants.

School of Information Doctoral Program Office
Sue Schuon
Doctoral Program Manager
402C West Hall
550 East University Avenue
Ann Arbor, MI 48109-1092

(734) 647-3110
Fax: (734) 615-3587
E-mail: sues@umich.edu

Karen Woollams
STIET Program Coordinator
SI North Doctoral Program Liaison
2204 SI North
1075 Beal Avenue
Ann Arbor, MI 48109-2112

(734) 615-7210
Fax: (734) 647-8045
E-mail: woollams@umich.edu
Revision History

Program Requirements (Program Prior to Fall 1997)

- Meet the residency and fee requirements of the Horace H. Rackham Graduate School
- Coursework:
  - ILS 645: “Statistics for the Information Sciences” (3 hours)
  - ILS 840: “Research Methods” (3 hours)
  - ILS 888: “Doctoral Seminars” (must take two at 3 hours each)
  - One advanced-level statistics course taken outside SILS (2-4 hours)
  - One advanced-level research methods course taken outside SILS (2-4 hours)
  - Four cognate courses approved by your advisor (the outside stats and research methods courses may not be counted here)
  - Other courses as required by your advisor
- Successful completion of the preliminary exam
- Dissertation committee approval
- Dissertation proposal approval
- Advancement to candidacy when the above requirements have been met
- Successful defense of dissertation

Program Requirements (Fall 1997 to Fall 1999)

- Meet the residency and fee requirements of the Horace H. Rackham Graduate School
- Coursework
  - Five advanced SI courses (15 credit hours)
  - Three statistics/research methods courses (these do not count as cognates) (9 hours)
  - 8 credit hours of cognate courses
  - Participation in the noncredit Ph.D. seminar (required for first- and second-year students)
- First-year research paper proposal
- First-year research paper completed and approved by the doctoral committee
- Preliminary examination (This consists of two parts; one common to all students in the School and the other tailored to the student’s particular interests)
- Candidacy achieved when the above requirements have been met
- Teaching requirements completed (two courses)
- Dissertation committee approval
- Dissertation proposal approved
- Successful defense of dissertation

Program Requirements (Fall 1999 Until Further Notice)

- Meet the residency and fee requirements of the Horace H. Rackham Graduate School
- Coursework
  - Five advanced SI courses (15 credit hours)
  - Three statistics/research methods courses (these do not count as cognates) (9 hours)
- 8 credit hours of cognate courses
- Participation in the noncredit Ph.D. seminar (required for first- and second-year students)

- Pre-candidacy research paper proposal approved by advisor and the doctoral committee
- Pre-candidacy research paper completed and approved by advisor and the doctoral committee
- Preliminary examination (This consists of two parts; one common to all students in the School and the other tailored to the student’s particular interests)
- Candidacy achieved when these requirements have been completed, and faculty votes to grant candidacy
- Teaching requirement completed (two courses)
- Dissertation committee approval
- Dissertation proposal approved
- Successful defense of dissertation
- Cognate requirement change to four credits outside the School of Information
Name __________________________________________

**Doctoral Program Coursework Tracking and Planning Sheet (TAPS)**

### SI Coursework (15 credits required):

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Term Offered</th>
<th>Possible Credits</th>
<th>Year and Term Taken</th>
<th>Credit Received</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

SUBTOTAL (Must equal 15) ____________

### Research Methods/Stats Courses (9 credits required):

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Term Offered</th>
<th>Possible Credits</th>
<th>Year and Term Taken</th>
<th>Credit Received</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

SUBTOTAL (Must equal at least 9) ____________

### Cognates (4 credits required):

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Term Offered</th>
<th>Possible Credits</th>
<th>Year and Term Taken</th>
<th>Credit Received</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

SUBTOTAL (Must equal at least 4) ____________

### Additional Courses:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Term Offered</th>
<th>Possible Credits</th>
<th>Year and Term Taken</th>
<th>Credit Received</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

SUBTOTAL ____________

TOTAL COURSE CREDITS (Must equal at least 36) ____________

(continued on reverse)
### Doctoral Program Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Approved by</th>
<th>SI form turned in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-candidate research proposal approved</td>
<td>advisor</td>
<td></td>
</tr>
<tr>
<td>(by last day of fall term, first year):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-candidate research paper completed</td>
<td>advisor</td>
<td></td>
</tr>
<tr>
<td>(by last day of fall term, second year):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General prelims passed</td>
<td>Ph.D. director</td>
<td></td>
</tr>
<tr>
<td>(May of second year):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field prelim passed</td>
<td>advisor</td>
<td></td>
</tr>
<tr>
<td>(August of second year):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Achieved candidacy</td>
<td>doctoral</td>
<td></td>
</tr>
<tr>
<td>(September of third year):</td>
<td>committee</td>
<td></td>
</tr>
<tr>
<td>Teaching requirement completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(term one, during third year):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching requirement completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(term two, during third or fourth year):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissertation committee approved</td>
<td>Rackham</td>
<td></td>
</tr>
</tbody>
</table>

Chair/Co-chairs: ____________________________________________________________

Cognate member: ____________________________________________________________

Other members: ____________________________________________________________

Dissertation proposal defense:                                             

Dissertation final oral defense:                                           

Publication date: September 10, 2003
## Doctoral Program “Usual Progress”

<table>
<thead>
<tr>
<th>Year</th>
<th>Register for:</th>
<th>Work on:</th>
<th>Due:</th>
<th>Teaching:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One</td>
<td>9 credit hours (700-level or higher)</td>
<td>Pre-candidate paper proposal</td>
<td>Pre-candidate paper proposal by last day of term</td>
<td>Attend pre-teaching seminars</td>
</tr>
<tr>
<td>Fall Term</td>
<td></td>
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</tr>
<tr>
<td>Year One</td>
<td>9 credit hours (700-level or higher)</td>
<td>Pre-candidate paper</td>
<td></td>
<td>Attend pre-teaching seminars</td>
</tr>
<tr>
<td>Winter Term</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Year One</td>
<td>Many students take the Stat courses at ISR</td>
<td>Pre-candidate paper and other research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring/Summer</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Year Two</td>
<td>9 credit hours (700-level or higher)</td>
<td>Pre-candidate paper. Begin studying for prelims</td>
<td>Pre-candidate paper</td>
<td>Attend pre-teaching seminars</td>
</tr>
<tr>
<td>Fall Term</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Year Two</td>
<td>9 credit hours (700-level or higher)</td>
<td>Continuing studying for prelims</td>
<td>Pre-candidate paper is to be presented at Ph.D. Student Seminar</td>
<td>Attend pre-teaching seminars</td>
</tr>
<tr>
<td>Winter Term</td>
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</tr>
<tr>
<td>Year Two</td>
<td></td>
<td>Study for prelims</td>
<td>Take general prelims in May; take “field” prelim at end of August</td>
<td></td>
</tr>
<tr>
<td>Spring /Summer</td>
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<td></td>
</tr>
<tr>
<td>Year Three</td>
<td>8 credit hours SI 995</td>
<td>Begin working on dissertation proposal</td>
<td>Achieve candidacy (must have completed all course work and all prelims by first week of term)</td>
<td>Teach as a “Rookie” (in Foundations courses there will be an “Old Hand” with you)</td>
</tr>
<tr>
<td>Fall Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Three</td>
<td>8 credit hours SI 995</td>
<td>Continue working on proposal</td>
<td></td>
<td>OR teach here as a “Rookie”</td>
</tr>
<tr>
<td>Winter Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Three</td>
<td></td>
<td>Work on research</td>
<td>Form dissertation committee</td>
<td></td>
</tr>
<tr>
<td>Spring/Summer</td>
<td></td>
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</tr>
<tr>
<td>Year Four</td>
<td>8 credit hours SI 995 during terms that services are received</td>
<td>Begin working on dissertation</td>
<td>Defend dissertation proposal</td>
<td>Teach as an “Old Hand”</td>
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</tr>
<tr>
<td>Year Five</td>
<td>8 credit hours SI 995 during terms that services are received</td>
<td>Continue working on dissertation</td>
<td>Defend dissertation</td>
<td></td>
</tr>
</tbody>
</table>
University of Michigan
School of Information
Doctoral Program Milestone Form

Instructions: When the student has completed a milestone, and you have approved it, please fill in the completed date, add any comments that you may have, sign the form and send it to the Office of Career and Academic Services.

Student Name: ________________________________________________

Date Completed

Pre-Candidate paper proposal approval

__________

Pre-Candidate paper approval

__________

Preliminary Examination Completion [General / Field]

__________

(Please circle one)

Successful completion of the dissertation proposal defense

__________

Comments: ____________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Committee Chair: ________________________________

(Signature) ____________________

(Date)

Forms: 8/18/02
Student Name: ______________________________

Department _______ Number___________ Course Name ________________________________

Department _______ Number___________ Course Name ________________________________

Department _______ Number___________ Course Name ________________________________

**Student Instructions:**
If you would like to take a class during summer term, that is related to your degree program, you will need to have the approval of your advisor to do so. Please take this form to your advisor, discuss the course, and have him/her sign off on this sheet. After you have obtained a signature, please return this form to the doctoral program manager.

**Advisor Instructions:**
The above named student requests SI funding for a summer class. Please discuss this choice with your advisee. If you agree with the following statement, please sign in the space indicated.
“I have discussed this/these course(s) with my advisee and agree that it would contribute to his/her doctoral training. I request that SI provide tuition for this course.”

Advisor Signature: ______________________________