

## Reinstatement to a Ph.D. Program Application Checklist and Process

*A student who is discontinued from a Ph.D. program while in good academic standing, or who has been discontinued for failing to show sufficient progress, may seek reinstatement to the same program. Reinstatement is at the discretion of the faculty admissions committee of the graduate program.*

### Student steps and issues for consideration:

- Consult with the graduate program office (the Graduate Chair or the Graduate Program Coordinator or Student Services Associate) to learn about program requirements for applying for reinstatement.
  - Find out the program deadline to apply for reinstatement for the term in which you want to return to active study.
  - Find out whether the program faculty would reinstate you as a pre-candidate or candidate, if your application is approved. If you would be reinstated as a pre-candidate even though you had achieved candidacy during your previous enrollment period, understand what requirements you must fulfill to advance to candidacy again.
  - Understand all the requirements you need to fulfill (additional course work, etc.) to advance to candidacy, if applicable, and to complete the degree.
  - If you had been on academic probation when you left the program, you must have a plan for regaining good academic status that is approved by the program faculty before your reinstatement can be effective.
  - If you discontinued immediately following a Leave of Absence for medical reasons, you will be required to submit the Supplemental Information Form for Reinstating after a Leave of Absence for Medical Reasons.
  - Discuss how to determine whether your former advisor is still able and willing to serve as your faculty advisor again. If not, understand the process to identify a new advisor and what your role is in that process.
  - Discuss funding support. You should understand whether the program intends to provide any funding or funding opportunities to you for tuition, stipend, or health insurance once you are reinstated, and how you will finance costs that will not be covered by the program.
  - Discuss the reinstatement fee. If you discontinued in Spring 2012 or later and apply for reinstatement, you will be assessed a reinstatement fee. You may be responsible for paying up to 50% of the fee.  
Note: Ph.D. students who are experiencing financial hardship or discontinued after exceeding the limit for Leave of Absence for Medical Reasons are eligible to apply for a Reinstatement Fee Grant.
- Consult with your faculty advisor about your application for reinstatement and the requirements you will need to fulfill. Develop a plan to achieve remaining milestones and to complete the degree.
- Clear any existing holds on your student record (financial or academic). Your application for reinstatement cannot be finalized until holds have been cleared.
- Submit any final/official undergraduate transcript/credentials that had not been submitted during your prior enrollment.

- A unqname and Kerberos password is required to apply for Reinstatement. If you no longer have these, go to <http://itd.umich.edu/accounts/uniquame-processes/A2student.php> to obtain these prior to starting the Reinstatement to a Ph.D. Program Application.
- Complete and submit the Rackham Reinstatement to a Ph.D. Program Application <https://secure.rackham.umich.edu/reinstatement/> and provide any additional application information required by your program. (See *Rackham Requirements below for more information*).

**Program steps and issues for consideration:**

- Provide information on program deadlines for application and any other deadlines that may be applicable.
- Provide information on additional documentation or supporting information that the program requires in addition to the Rackham Application for Reinstatement. If the information that the program requires differs based on the length of absence or other factors, ensure that the student is given the correct set of requirements for his or her own circumstances.
- If there is the possibility that the student might be reinstated as a pre-candidate even though he or she had achieved candidacy during the prior enrollment, explain how that decision would be made and when the student would be informed of it.
- Communicate what conditions or additional requirements the student must fulfill to advance to candidacy, if applicable, or to complete the degree.
- If the student was on academic probation at the time of discontinuance, he or she must have a plan to return to good academic standing. This plan has to be accepted by the graduate program faculty prior to making a decision to reinstate.
- Determine whether the student's former faculty advisor is able and willing to serve as the student's faculty advisor again. If not, be sure that the returning student understands the process and his or her role in it to identify a new faculty advisor. Assist in finding a new advisor, if applicable.
- Confirm that the returning student meets with the faculty advisor and that both the student and faculty member know what requirements the student must fulfill to achieve milestones and complete the degree.
- Discuss funding with the student. Prior funding commitments expire when the student was discontinued. The returning student needs to know what funding is available or what funding opportunities might be available, if any. Students who are reinstated without any commitment of program funding need to know how they will pay their educational costs.
- If the student was discontinued in Spring 2012 or later, the program is required to pay at least 50% of the reinstatement fee. The fee will not be assessed to the student's account until the student registers.
- Once the student submits an application to Rackham and the program receives notice that the student's application is available for review online, indicate your recommendation to approve or deny reinstatement and check the box for the appropriate level (pre-candidate or candidate).
- Submit the decision to Rackham.

**Rackham Requirements and Process:**

1. The Application for Reinstatement to a Ph.D. program is an online application and process. Reinstatement applicants need to complete and submit the application which includes the following:
  - a. Completed Rackham conduct code and residency screening questions;
  - b. Narrative responses to the following:
    - Why did you discontinue your study in the Ph.D. program?
    - How have your experiences since your last enrollment provided you with additional skills, interests, and motivation to return to doctoral study?
    - Why have you decided to return to doctoral study?

- c. Include a timeline with approximate dates detailing when you plan to complete each step of your doctoral degree coursework, preliminary exams, research, analysis, writing, defending and finishing, as appropriate.
  - d. If on probation in the last term of enrollment, provide a statement noting the reasons for lack of academic progress, explaining how conditions that produced poor performance have changed and present specific plans for improvement.
  - e. Any additional materials required by the graduate program.
2. Upon receipt, Rackham will:
- a. Contact the graduate program to determine who in the program will approve and who are the additional reviewers of the Reinstatement to a Ph.D. Program Application;
  - b. Send an email notifying the approver and reviewer(s) that they have access to the online application and provide an estimated Reinstatement Fee amount, if one applies;
  - c. If the program does not recommend reinstatement, Rackham will email the student of the decision and provide any additional information, if appropriate and requested by the program.
  - d. If the program recommends reinstatement, Rackham will:
    - Verify that the student has submitted all final/official transcripts/credentials from his/her undergraduate institution, if they had not been submitted during the earlier enrollment period;
    - Verify that the student was not on academic probation at the time of discontinuance from the program or confirm that a plan to regain good academic status has been developed and noted in the application;
    - Verify that the returning student has no financial holds;
    - Evaluate the residency and conduct code questions and initiate follow-up when appropriate;
    - If all necessary conditions have been met, Rackham staff will update the student record status to reflect the reinstatement and that the student is again active in the program;
    - Process the Reinstatement Fee Information for assessment including amount to be paid by the program (minimum 50%) and short code for payment;
    - Process eligible requests for the Reinstatement Fee Grant to cover the student's portion (up to 50%) of the Reinstatement Fee;
    - Obtain and process additional paperwork needed by international students for visa purposes;
    - Notify the student by e-mail of the decision and reinstated level (pre-candidate or candidate); and
    - If needed, assign a registration appointment for the student.

If you have any questions or concerns related to the Reinstatement to a Ph.D. Program Application process, please contact Rackham's Office of Academic Records and Dissertations at [OARD.questions@umich.edu](mailto:OARD.questions@umich.edu) or call (734) 763-0171.