

Term Withdrawal Information and Checklist Rackham Ph.D. Students

A term withdrawal occurs when a student withdraws from all of his or her registered classes, including independent study such as 990 and 995 on or after the first day of the term. The result is that the student cancels his or her registration for the term. One consequence of the student's change to a non-registered status in a fall or winter term is that the student will not be in compliance with Rackham's registration policy. Unless the student re-registers or is approved for a Leave of Absence or Extramural Study Status, he or she will be discontinued from the Ph.D. program.

For Ph.D. students who are registered in the term, our goal when possible is to find a way to allow them to remain registered and actively working on their degree. The following steps provide guidance to faculty or staff in the graduate program who will advise students of the options and consequences of a term withdrawal:

Important

A Ph.D. student who withdraws from all courses during a fall or winter term is presumed to have withdrawn from the Ph.D. program and will be discontinued from the doctoral program on the last day of the term. If you are discontinued from your Ph.D. program and wish to return to active study in the future, you will be required to apply for Reinstatement. Although a fee is not needed to apply for reinstatement, a reinstatement fee will be assessed with your first registration, if your request to be reinstated is approved.

Student Checklist

- Explore resources that may be available to help you address any issues and remain registered in the term
 - Rackham has a list of [resources](#) relating to a student's academic and personal life
 - Rackham's [Fellowships Office](#) may be able to provide suggestions for funding resources
 - Rackham has a designated [Resolution Officer](#) to provide advice and informal mediation for students
 - Programs may have discipline specific advice and resources to offer students

- Consult with your graduate program chair or coordinator about possible alternatives to a term withdrawal (some alternatives may not be available to international students; please consult with the International Center before finalizing arrangements)
 - A within-term accommodation might allow a student to remain registered in the current term, and gain flexibility in the timing of his or her academic requirements. These accommodations may include:
 - Reducing to a part-time course load
 - Working at a slower pace
 - Delaying milestone deadlines
 - Taking incompletes in the current term with a plan to address them
 - [Rackham's Parental Accommodation](#) policy may apply if the student or his or her spouse or partner has given birth or adopted a child
 - Under Rackham's Within-Semester Medical Accommodation, students who have a brief illness or other health-related difficulties during the term should expect that faculty and programs will make reasonable accommodations for course-related work and other academic deadlines
 - In some circumstances, a student may apply for a [Leave of Absence](#). Even with an approved Leave of Absence, there are consequences resulting from a term withdrawal (noted in the following sections).

- If you have a University of Michigan issued F-1 or T-1 visa, your legal status in the U.S. is dependent upon your full-time enrollment in fall and winter semesters. Meet with an International Student Advisor to discuss options including changing to another non-immigrant status, transferring to another academic institution, or leaving the U.S. You must take one of these actions within fifteen days of your withdrawal from a fall or winter term.

- Review the implications of the decision to withdraw from a fall or winter term with the graduate chair of your program. It is critical that you understand the consequence that may result.

Withdrawing from any term may have implications in the following areas:

- You will receive a "W" for each course that is officially dropped after the first three weeks of a full term (or the first two weeks of a half term)
- If you have a scholarship or fellowship that requires you to be registered:
 - Your stipend payments may cease
 - Your prior stipend payments may need to be repaid
 - You may be responsible for paying the assessed tuition for the term
 - University payments for insurance benefits may cease.
- If you have a work study position, you will no longer be eligible for work study funding.
- If you reside in [University Housing](#), you may need to meet with Housing staff to discuss your options for continued residency, contract renewal, or contract cancellation.
- A term withdrawal may result in an assessment or refund of tuition and fees. Please refer to the [Registrar's Office](#) for more information.

Withdrawing in a fall or winter term may have these further implications:

- If you have a graduate student appointment within the University (GSI, GSSA, GSRA):
 - Your appointment will be terminated as of the withdrawal date
 - Your salary, tuition grant, and insurance benefits connected with the appointment cease
- If you do not re-register or obtain an approved Leave of Absence or Extramural Study Status, you will be discontinued from the Ph.D. program on the last day of the term. When discontinued:
 - You are no longer a student at the University of Michigan. Therefore, you will no longer have access to services provided to U-M students (e.g., CAPS, ITS, UHS).
 - Student loans covered by federal rules have loan repayment deferral requirements that may not be satisfied when you are not registered or when you are discontinued. The University's [Office of Financial Aid](#) is available to help you understand how a discontinuation will impact your loan repayment obligation.
 - If you are discontinued from your Ph.D. program and wish to return to active study in the future, you will be required to apply for Reinstatement. Although a fee is not needed to apply for reinstatement, a reinstatement fee will be assessed with your first registration, if your request to be reinstated is approved.

For more information, please consult the appropriate office(s):

Benefits Office or HR/Payroll Service Center

Phone: (734) 615-2000, (866) 647-7657 benefits.office@umich.edu

Office of Financial Aid

Phone: (734) 763-6600 financial.aid@umich.edu

University Housing

Phone: (734) 647-3048 housing@umich.edu

International Center

Phone: (734) 764-9310 icenter@umich.edu

Rackham Graduate School, Office of Academic Records & Dissertations

Phone: (734) 763-0171 oard.questions@umich.edu

Rackham Graduate School, Fellowships Office

Phone: (734) 764-8119 flwships@umich.edu