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This Announcement of UM-Dearborn is a fundamental source of information concerning academic opportunities, policies, regulations, and procedures. It is each student's responsibility to become familiar with the information contained herein.

Information in this Graduate Announcement is as of January 2002. Every care has been taken to insure its accuracy; however, the University cannot be responsible for errors and reserves the right to change programs, requirements and policies at any time after the publication of this Announcement. Current information is available through Unit and Departmental Offices.
GRADUATE INFORMATION

Graduate Studies Office (General Information)* .................................................................................................................... (313) 593-1494

College of Arts, Sciences, and Letters

Master of Arts in Liberal Studies.......................................................... (313) 593-1183
Master of Science in Applied and Computational Mathematics.......................................................... (313) 593-5414
Master of Science in Environmental Science.................................................. (313) 593-1183

College of Engineering and Computer Science

Master of Science in Engineering, Automotive Systems Engineering ......................... (313) 593-5582
Master of Science in Engineering, Computer Engineering........................................ (313) 593-5420
Master of Science in Engineering, Electrical Engineering........................................ (313) 593-5420
Master of Science in Engineering, Industrial and Systems Engineering.................... (313) 593-5361
Master of Science in Engineering, Manufacturing Systems Engineering.................. (313) 593-5582
Master of Science in Engineering, Mechanical Engineering........................................ (313) 593-5241
Master of Science, Computer and Information Science................................................. (313) 436-9145
Master of Science, Engineering Management........................................................ (313) 593-5361
Master of Science, Information Systems and Technology............................................. (313) 593-5361
Master of Science, Software Engineering............................................................. (313) 436-9145
Doctor of Engineering in Manufacturing (Ann Arbor Campus Program
with participation by UM-Dearborn) ............................................................ (313) 593-5582
Graduate Certificate Programs (various topics)........................................................... (313) 593-4000

School of Education

Master of Arts in Adult Instruction and Performance Technology.......................... (313) 436-9135
Master of Arts in Education................................................................................. (313) 593-5091
Master of Arts in Teaching.................................................................................. (313) 593-5091
Master of Education in Special Education............................................................ (313) 436-9135
Master of Public Administration........................................................................... (313) 436-9135

School of Management

Master of Science in Accounting........................................................................ (313) 593-5460
Master of Business Administration (on-campus and webMBA)............................... (313) 593-5460
Master of Science in Finance............................................................................... (313) 593-5460

Dual Degree Program

Master of Business Administration....................................................................... (313) 593-5460
and
Master of Science in Engineering, Industrial and Systems Engineering............... (313) 593-5361

*Please contact the office of the program(s) of interest to you for advising or an application portfolio.
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ACADEMIC CALENDAR*

2004-2006

FALL TERM 2004

Regular Registration Begins* .......... Monday, July 12
Labor Day (Holiday) .................. Monday, September 6
Classes begin ................................ Monday, September 7
Thanksgiving recess ... Thursday-Sunday, November 25-28
Classes resume ................................ Monday, November 29
Classes end .................................... Tuesday, December 14
Study Day ........................................ Wednesday, December 15
Examinations ....................... Thursday-Saturday, December 16-18
........................................ Monday-Wednesday, December 20-22
Commencement ...................... Saturday, December 19

WINTER TERM 2005

Regular Registration Begins* .......... Monday, December 13
Classes begin ................................ Monday, January 10
Martin Luther King, Jr. Birthday
   No Regular Classes ......................... Monday, January 17
Spring recess ............... Sunday-Sunday, February 27- March 6
Classes resume 7:30 AM .................. Monday, March 7
Dearborn Honors Convocation ........ Tuesday, March 29
Classes end .................................... Friday, April 22
Study day ...................................... Saturday, April 23
Examinations .................... Monday-Saturday, April 24-29
Commencement ...................... Monday, May 1

SUMMER TERM 2005

Regular Registration Begins* .......... Friday, April 29
Classes begin ................................ Monday, May 9
Memorial Day (Holiday) ............. Monday, May 30
Classes end (7-week classes) ........ June 27
Study Day ................................. Tuesday, June 28
Examinations (7-week classes) ......... Wednesday-Friday, June 29-July 1
Summer Recess ......................... Tuesday-Sunday, June 28-July 4
Independence Day (celebrated) ....... Monday, July 4
Classes resume (7-week and 14-week classes) .... Tuesday, July 5
Classes end (7-week and 14-week classes) ... Friday, August 19
Study Day ..................................... Saturday, August 20
Examinations ...................... Monday-Friday, August 22-26
Summer Term ends .................. Friday, August 26

FALL TERM 2005

Regular Registration Begins* .......... Thursday, August 25
Labor Day (Holiday) ................. Monday, September 5
Classes begin ......................... Wednesday, September 7
Thanksgiving recess .......... Thursday-Sunday, November 24-27
Classes resume ....................... Monday, November 28
Classes end ................................... Tuesday, December 13
Study Day .................................. Wednesday, December 14
Examinations .................... Thursday-Saturday, December 15-17
...................................... Monday-Wednesday, December 19-21
Commencement ..................... Saturday, December 18

WINTER TERM 2006

Regular Registration Begins* .......... Monday, December 15
Classes begin ......................... Monday, January 9
Martin Luther King, Jr. Birthday
   No Regular Classes ......................... Monday, January 16
Spring recess ............... Sunday-Sunday, February 26-March 5
Classes resume 7:30 AM .......... Monday, March 6
Dearborn Honors Convocation .... Tuesday, March 28
Classes end .................................... Friday, April 21
Study day ...................................... Saturday, April 22
Examinations .................... Monday-Saturday, April 24-29
Commencement ...................... Sunday, April 30

SUMMER TERM 2006

Regular Registration Begins* .......... Tuesday, April 20
Classes begin ................................ Monday, May 8
Memorial Day (Holiday) ............. Monday, May 29
Classes end (7-week classes) ........ Monday, June 26
Study Day ................................. Tuesday, June 27
Examinations (7-week classes) ....... Wednesday-Friday, June 28-July 3
Summer Recess ......................... Tuesday-Monday, June 27-July 4
Independence Day (celebrated) ....... Tuesday, July 4
Classes resume (7-week and 14-week classes) .... Wednesday, July 5
Classes end (7-week and 14-week classes) ... Saturday, August 19
Study Day ................................. Monday, August 21
Examinations ...................... Tuesday-Saturday, August 22-26
Summer Term ends .................. Saturday, August 26

FALL TERM 2006

Regular Registration Begins* .......... Tuesday, July 11
Labor Day (Holiday) ................. Monday, September 4
Classes begin ......................... Wednesday, September 6
Thanksgiving recess .......... Thursday-Sunday, November 23-26
Classes resume ....................... Monday, November 27
Classes end ................................... Tuesday, December 12
Study Day .................................. Wednesday, December 13
Examinations .................... Thursday-Saturday, December 14-16
...................................... Monday-Wednesday, December 18-20
Commencement ..................... Saturday, December 23

Note: Check http://www.umd.umich.edu/registration for preselct and early registration dates.
*Dates are subject to change at any time by the Board of Regents.
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How to use the
Undergraduate Announcement

This Announcement is divided into five sections:

• General Information
• College of Arts, Sciences, and Letters
• College of Engineering and Computer Science
• School of Education
• School of Management

This Announcement of UM-D is a fundamental source of information concerning academic opportunities, policies, regulations, and procedures. It is each student's responsibility to become familiar with the information contained herein.

WHERE TO FIND INFORMATION

The College of Arts, Sciences, and Letters, College of Engineering and Computer Science, School of Education, and the School of Management sections contain: specific regulations and procedures which may be unique to that academic unit; information regarding programs, degrees and courses offered; and a plan for electing courses to fulfill undergraduate degree requirements.

KEY TO COURSE LISTINGS

The heading for each course listing contains the following information.

Discipline and Course Number

Courses are numbered in accordance with a University-wide numbering system: courses numbered 100 to 199 are introductory; courses 200 to 299 are intermediate; courses 300-499 are advanced (upper division).

Course Title

The bold face course title follows the course number.

Credit Hours

Credit hours at the University of Michigan-Dearborn are based on semester hours. The number of credit hours for each course is listed below the title.

Prerequisite

Prerequisites to the course normally appear below the title and credit hours, although they may sometimes be included in the course description. They should be completed before the course is elected.

Concurrent Courses

Courses listed with an asterisk (*) indicate those that may be taken concurrently with the course listed.

Frequency of Offering

The following abbreviations are used to denote the frequency of offering: (F) fall term; (W) winter term; (S) summer term; (F, W) fall and winter terms; (YR) once a year; (AY) alternating years; (OC) offered occasionally.
GENERAL INFORMATION
THE UNIVERSITY OF MICHIGAN-DEARBORN

The University of Michigan-Dearborn (UM-D) is one of the three campuses of the University of Michigan operating under the policies of the Board of Regents. The campus, located in the former estate of automotive pioneer Henry Ford, was founded in 1959 as a senior-level institution offering junior, senior, and graduate-level courses and degrees. In 1971, UM-D became a comprehensive university campus offering four-year degree programs in liberal arts and sciences and graduate programs at the master's degree level.

More than 8,500 highly selective students, representing a wide range of academic interests and diverse backgrounds, are currently enrolled at UM-D.

As part of the University of Michigan, UM-D enjoys the association with a large multi-university and the advantages of moderate size. Through expanded evening course offerings, professional development programs and cooperative education programs, UM-D continues to respond to the educational needs of commuting students from the Detroit metropolitan community.

Mission and Values

The UM-D is an interactive, student-centered institution committed to excellence in teaching and learning.

We offer undergraduate, graduate, and professional education to a diverse, highly motivated, and talented student body. Our programs are responsive to the challenging needs of society; relevant to the goals of our students and community partners; rich in opportunities for independent and collaborative study, research, and practical application; and reflective of the traditions of excellence, innovation, and leadership that distinguish the University of Michigan.

We accomplish this mission by:

- Providing a strong foundation in the liberal arts and sciences;
- Providing the knowledge and skills essential for career and personal success;
- Integrating teaching, research and service in ways that enhance the learning experience;
- Promoting internships and cooperative education;
- Providing a dynamic environment where innovation, openness, and creativity are fostered;
- Using advanced technologies to meet changing educational needs and establish links with the global community; and
- Forging partnerships with business, industry, educational institutions, and government agencies.

We strive to be the institution of choice in southeastern Michigan for individuals and organizations that value accessibility, flexibility, affordability, diversity, and preeminence in education.

The Campus

The UM-D campus was established in 1956 through a gift from the Ford Motor Company. The gift included approximately 196 acres of land, the Henry Ford Estate, and funds for the construction of four buildings totaling 226,770 gross square feet. The campus has grown considerably over the past 38 years and now includes the following facilities:

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Building</td>
<td>Offices, classrooms</td>
</tr>
<tr>
<td>CASL Annex</td>
<td>Offices, classrooms</td>
</tr>
<tr>
<td>Campus Support Services</td>
<td>Offices, support services</td>
</tr>
<tr>
<td>Engineering Complex</td>
<td>Offices, labs</td>
</tr>
<tr>
<td>Engineering Laboratory Building</td>
<td>Offices, classrooms and labs</td>
</tr>
<tr>
<td>Fairlane Center North and South</td>
<td>Offices, classrooms and food service</td>
</tr>
<tr>
<td>Fieldhouse/Ice Arena / Wellness Center</td>
<td>Ice rink, recreation</td>
</tr>
<tr>
<td>Grounds Building</td>
<td>Vehicle storage, offices</td>
</tr>
<tr>
<td>Henry Ford Estate</td>
<td>National historic landmark</td>
</tr>
<tr>
<td>Kindergarten Module</td>
<td>Classroom, offices</td>
</tr>
<tr>
<td>Manufacturing Systems</td>
<td>Labs, offices</td>
</tr>
<tr>
<td>Engineering Laboratory</td>
<td></td>
</tr>
<tr>
<td>Mardigian Library</td>
<td>Library, offices, classrooms, Alfred Berkowitz Gallery</td>
</tr>
<tr>
<td>Monteith Parking Structure</td>
<td>Parking, storage, offices</td>
</tr>
<tr>
<td>Professional Education Center</td>
<td>Offices, classrooms and computer labs</td>
</tr>
<tr>
<td>Science Building / Computer Wing</td>
<td>Classrooms, labs, offices</td>
</tr>
<tr>
<td>Social Sciences Building</td>
<td>Classrooms, labs, offices</td>
</tr>
<tr>
<td>Student Services Center</td>
<td>Offices, labs, classrooms</td>
</tr>
<tr>
<td>University Center</td>
<td>Classrooms, offices food service, copy center, bookstore</td>
</tr>
</tbody>
</table>

Accreditation

The University of Michigan-Dearborn is fully accredited by the Higher Learning Commission, a member of the North Central Association of Colleges and Schools. Additional accreditation has also been awarded to various UM-D programs and is noted within each school's section.

For information regarding the accreditation status of the University, either of the following may be contacted:

The Higher Learning Commission
North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
800-621-7440
www.nc higherlearningcommission.org

or

University of Michigan-Dearborn
Office of the Provost
1080 Administration Building
Dearborn, MI 48128-1491

Graduate Programs Offered

The UM-D offers 24 master's degree programs that are professional in their orientation and one non-professional master’s program. Most programs are traditional master’s programs that require students to attend classes on campus. To support the learning opportunities for students who cannot regularly attend classes on-campus due to family or job-related needs, UM-D offers a growing number of on-line or web-based degree programs. Students interested in these degree programs should consult the Graduate Announcement CD-ROM for web-based degrees that are currently offered.
Each graduate program of study provides further educational opportunities, especially for those who have already made a start in their respective careers. Graduate classes are offered in the late afternoon, evenings and Saturdays for the convenience of those who wish to pursue graduate work on a part-time basis while employed. These programs embody the academic standards of The University of Michigan, and where appropriate, are affiliated with the Horace H. Rackham School of Graduate Studies.

The College of Arts, Sciences, and Letters offers a Master of Arts (MA) degree in Liberal Studies and Master of Science (MS) degrees in Applied and Computational Mathematics, Environmental Science and Psychology with a Specialization in Health Psychology. The College of Engineering and Computer Science offers Master of Science (MS) degrees in Computer and Information Science, Engineering Management, Information Systems and Technology and Software Engineering, as well as Master of Science in Engineering (MSE) degrees in Automotive Systems Engineering, Computer Engineering, Electrical Engineering, Industrial and Systems Engineering, Manufacturing Systems Engineering, and Mechanical Engineering. CECS also participates in the Doctor of Engineering (DEng) in Manufacturing offered by the Program in Manufacturing, College of Engineering, The University of Michigan at Ann Arbor. The School of Education offers Master of Arts (MA) degrees in Education, Performance Improvement and Instructional Design, and Teaching, as well as a Master of Education (Med) in Special Education, a Master of Public Administration (MPA) and a Master of Science (MS) in Science Education. The School of Management offers a Master of Business Administration (MBA) and Master of Science (MS) degrees in Accounting and Finance. The Schools of Management and Engineering and Computer Science offer a dual degree in industrial and systems engineering and business administration (MSE in I&SE/MBA) and a joint program in Engineering Management (MS). The School of Management and the School of Public Health on the University of Michigan-Ann Arbor campus offer a jointly administered Dual Degree program leading to the Master of Health Services Administration (MHSA) and the Master of Business Administration (MBA).

The Graduate Studies Office provides general information on UM-D graduate programs, 313-593-1494 or www.umd.umich.edu/univ/grad. Please contact the office of the program(s) of interest for advising or an application.

Students should consult the Graduate Announcement CD-ROM for details of each degree program and for descriptions of courses offered by each program.

Programs indicated with an * are also offered online.

College of Arts, Sciences, and Letters

Applied and Computational Mathematics (MS) 313-593-1183
Environmental Science (MS) 313-593-1183
Health Psychology (MS) 313-593-1183
Liberal Studies (MA) 313-593-1183
Public Policy (MA) 313-593-1183

College of Engineering and Computer Science

Automotive Systems Engineering (MSE) * 313-593-5582
Computer Engineering (MSE) 313-593-5420
Computer and Information Science (MS) 313-436-9145
Electrical Engineering (MSE) 313-593-5420

Engineering Management (MS) 313-593-5361
Industrial and Systems Engineering (MSE) 313-593-5361
Information Systems and Technology (MS) 313-593-5361
Manufacturing Systems Engineering (MSE and D ENG) 313-593-5582
Mechanical Engineering (MSE) 313-593-5241
Software Engineering (MS) * 313-436-9145

School of Education

Performance Improvement and Instructional Design 313-436-9135
Education (MA) 313-593-5091
Public Administration (MPA) 313-436-9135
Science Education (MS) 313-583-6333
Special Education (MED) * 313-436-9135
Teaching (MA) 313-593-5091

School of Management

Accounting (MS) 313-593-5460
Finance (MS) 313-593-5460
Business Administration (MBA) *313-593-5460

Dual Degree Program

Industrial and Systems Engineering (MSE) 313-593-5361
and Master of Business Administration (MBA) 313-593-5460
Master of Health Services Administration (MHSA) and Masters of Business Administration (MBA) 313-593-5460

Joint Degree Program

Engineering Management (MS) 313-593-5361
College of Engineering and Computer Science and School of Management

Capsule History of the University of Michigan-Dearborn

The first movement toward what was to become The University of Michigan-Dearborn began with some studies in the middle 1950’s of manpower supply conducted by Archie Pearson, director of training for Ford Motor Company. Convinced that serious shortages were looming for the Company in qualified, college-trained engineers and junior administrators, he made discreet inquiries of educational institutions in the Detroit area concerning their willingness to adjust their programs to meet these needs.

Pearson was particularly interested in a program with a cooperative education component that would provide several periods of full-time work experience, alternating with regular terms of professional academic study. However, his inquiries and those of his associates did not strike the responsive chord they were looking for until they were put in touch with members of the top administration at the University of Michigan. Thus in late 1955 began the negotiations between Pearson, his associates, and University of Michigan officials that led to the establishment of the Dearborn Center of the University of Michigan. During 1956, the details of the proposed campus were worked out by a Special
Committee involving top administrators at both Ford Motor Company and the University of Michigan. The announcement on December 17, 1956 of a gift of land and capital development money from the Company to the University made it obvious that the focus of the agreement between the two was the building of an upper-division and master's level campus of the University which would adopt the cooperative work-study requirement as a part of its regular degree program in engineering and business administration. The University was to provide the regular professional and liberal arts courses necessary to a University of Michigan bachelor's or master's degree, with the co-op work assignments forming an integral addition to the regular academic requirements. UM-D opened as the Dearborn Center of the University of Michigan on September 28, 1959.

The upper-division cooperative education program was the first important educational emphasis of what is now UM-D. Cooperative education is still a vital part of the professional programs, and not only has it expanded to include liberal arts students, but other kinds of off-campus experience for credit have been added as well. There are now regular program-related internships in political science, economics, social work, humanities, health sciences, and public administration. Nevertheless, it became apparent in the early days that the campus could not afford to be limited to a single focus, and over the years it has gone through several stages of modifying its original purposes and structure.

From its inception in 1956 to about 1962, the cooperative education program was confidently set forth as a sufficient raison d'être for the campus, in spite of growing evidence that this tended to be apparent in the early days that the campus could not afford to be limited to a single focus, and over the years it has gone through several stages of modifying its original purposes and structure.

From its inception in 1956 to about 1962, the cooperative education program was confidently set forth as a sufficient raison d'être for the campus, in spite of growing evidence that this admitted educationally sound opportunity was not drawing a sufficient number of students for economical use of the facilities. In February 1962, William Stirton, the University of Michigan vice-president who was the first chief executive of UM-D, announced that cooperative education was being extended to the liberal arts areas on an optional basis, beginning in the fall term, 1962. In reality, however, very few liberal arts co-op work assignments were actually made before 1973, when the present liberal arts co-op program was officially established. Although this early abortive attempt to extend the co-op program to liberal arts was an apparently small episode in the history of the campus, it constituted the last major attempt to build the campus solely on the basis of the co-op programs and the upper-division/graduate structure. Moreover, it came at about the same time as the change in the name of the institution from "Center" to "Campus" (to make its objectives seem less limited). Both events seem to have marked the beginning of a period in the middle sixties characterized by growing uncertainty about the future of the institution. This period ended in 1969 with the recommendations of the Ross Committee (also referred to as the Balzhiser Committee, and officially called the Dearborn Campus Planning Study Committee), which radically changed the direction of the Campus.

The 1969 report of the Dearborn Campus Planning Study Committee, appointed by University Vice-President for State Relations and Planning Arthur Ross to consider the future of the campus, recommended the addition of the first two years to become a full four-year institution and the expansion of non-co-op programs; it recommended other changes as well, most of which were implemented in 1971 to give the campus its present structure. It became at that time a four-year undergraduate institution (newly designated "The University of Michigan-Dearborn") with a continued commitment to some master's level graduate programs, having a chancellor as its chief executive officer; two years later, the old divisions became schools and colleges, and the Division of Education ("Urban Education" for the first few years) was created, with each of the major academic units headed by a dean. The first Chancellor of UM-D, Dr. Leonard E. Goodall, was appointed in July, 1971.

After that watershed change in 1971, UM-D grew rapidly from just under 1,000 students to over 6,000 in 1979. During this period there was a scramble just to supply the courses and facilities needed to accommodate the soaring student population. New faculty were added at the rate of 10 to 20 per year, and the face of the campus changed as a new set of buildings (the former University Mall now remodeled as the University Center, the Fieldhouse, and the Library) was planned and constructed to the south of the original four buildings. By April 1981, when the new library building was jubilantly dedicated, the population center of the campus had shifted to this newly developed area. Ironically, however, these years of expansion also ushered in a period of severe retrenchment, when the debt burden of the new structures coincided with a recession and cuts in state aid to the campus. Dr. William Jenkins, appointed as UM-D's second chancellor in 1980, took the helm at the beginning of what may be called the institution's "Years of Consolidation."

The early 1980's at UM-D were, as in the State of Michigan as a whole, a period of severe financial crisis. From 1979 through 1982, over a million dollars of funds allocated to UM-D by the state had to be recalled. During that same time, faculty and staff salaries were cut and student tuition rose 44 percent in three years. Nevertheless, student enrollment, after a slight drop from 1982 to 1984, resumed its steady rise that has continued to the present. A new surge in capital fund-raising was instigated as a result of the campus's fiscal problems, and it bore early fruit in 1984 when Ford Motor Company announced the biggest capital gift to UM-D since its founding: $800,000 to build a computer-aided engineering facility, now known as the Manufacturing Systems Engineering Laboratory (completed in 1988). By the end of the decade, capital funding from the state (delayed during the recession) was flowing again, resulting in one major new building (the Social Sciences Building, formerly the School of Management Building), an addition to the Science Building (Computer Wing) and extensive renovations to one of the original campus buildings to provide much-needed additional office space for both faculty and administrators.

Several developments in campus organization, administrative personnel, and academic offerings have highlighted what might be called the "Years of Redirection," from about the time of the inauguration of Chancellor Blenda Wilson (1988) to the present. At the center of this "redirect" has been a program of strategic planning, initiated in the summer of 1990 and reinforced by planning retreats for the whole campus in the fall terms of 1990, 1991 and 1992. A new campus mission statement arose out of the first retreat which rearticulates UM-D's commitment to providing an experience of academic excellence for a diverse body of students from the metropolitan Detroit area, encouraging full community attention to the traditions of free intellectual inquiry, critical thinking and ethical behavior through interactive teaching, research, creative and applied scholarship, and service. From the second retreat emerged the principal points of a set of learning goals for undergraduate students.

In consonance with these statements of institutional purpose, organizational changes were made to strengthen the funding base for the campus, to consolidate and streamline academic programs, and to coordinate and strengthen student services under a new vice chancellor for student affairs. In July 1991, Dr. Robert Simpson took office as provost and vice chancellor for academic affairs, succeeding Dr. Eugene Arden. Provost
Simpson has energetically promoted the identification and implementation of those measures of academic improvement that are most appropriate to the newly stated purposes of the campus. Under his leadership, a new statement of UM-D's Goals for the Undergraduate Experience was completed in 1993; a new fiber optic cable was laid for a campus computer network, with the Director of the Mardigian Library being given oversight of Information Technology Services; and, after a self-study (1991-93) using the campus's strategic plan as the focus, UM-D was officially reaccredited by the North Central Association in March 1994.

After Chancellor Wilson resigned in the summer of 1992 to assume a new post in California, Dr. James C. Renick was appointed as the fourth chancellor of UM-D in January 1993. As one of his first responsibilities, he solidified the capital campaign and established a goal of $24 million over four years (1992-1997). Chancellor Renick emphasized the importance of making UM-D more fully an "interactive campus" with the southeastern Michigan community it serves.

Several other important developments took place in 1993 and early 1994: 1) a new set of Campus Bylaws was instituted which provided for a Faculty Senate for the first time in the campus's history; 2) approval by the State Legislature of capital outlay for a new building to house faculty offices, general purpose classrooms, and a 350-seat multi-purpose auditorium; 3) institution of a new Engineering Management degree in 1993, administered jointly by the Schools of Engineering and Management; 4) implementation of a new, second-generation automated library system (WIIZARD) which substantially increases faculty and student access to local, regional and national bibliographic databases.

The University purchased the facility now known as Fairlane Center North and South from Ford Motor Company. In January 2004, the Schools of Education and Management completed their move into Fairlane Center South. SOE and SOM courses were offered in this new location starting Winter 2004. The Computer and Information Science will occupy the space vacated by SOE and the Department of Social Sciences together with other administrative offices will move into the former School of Management building.

Under Chancellor Little, the strategic planning effort initiated by Renick was continued. The campus community reaffirmed its intention to pursue doctoral programming, to explore the possibility of on-campus housing, to review undergraduate programs and to focus attention on diversity. The most recent self-study for continuing accreditation by the Higher Learning Commission (formerly the North Central Association) focused on each of these areas and provided summaries of the current status of each of these ongoing efforts. UM-D was accredited for ten years in 2004 and was authorized to offer doctoral programming.

Source of information up to 1984: A Gift Renewed, written by Professor Elton D. Higgs.

Admissions

There are three types of admission to graduate degree programs at UM-D: admission to UM-D only programs, admission to Rackham-affiliated programs and admission to special, post-baccalaureate programs. Information applicable to both UM-D only and Rackham-affiliated degree programs is provided first with details specific to each type of program following. Information on special programs completes this section.

General Admission and Readmission Information

Students who have earned the bachelor's degree at an accredited college or university in the United States, or its equivalent in another country, will be considered for admission to any program without regard to race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability or Vietnam-era veteran status.

Those interested in graduate studies at the UM-D campus should contact the Graduate Program Advisor of the program of interest to request an application. Addresses and phone numbers for each program can be found in a preceding section and in each school/college section of this Announcement. General information about all graduate programs offered can be requested by contacting the Graduate Studies Office, University of Michigan-Dearborn, 4901 Evergreen Road, 1080 Administration Building, Dearborn, Michigan 48128-1491.

Application packages contain an application form for admission, instructions concerning admissions and general information about UM-D.

International students can obtain application information at: http://www.rackham.umich.edu/Admis/appadm.html#Minimum. Affidavits of Financial Support for International Students requesting an F-1 or J-1 visa status can be obtained at: http://www.rackham.umich.edu/Admis/rackhamalt.html.

English Language Requirements for Admission

All graduate students are required to have high competence in English for admission. For students whose native language is not English, competence may be demonstrated by 1) possession of a baccalaureate from an accredited institution of higher learning in the U.S. or other English-speaking countries where the majority of instruction is in English or 2) by successful completion of a test of English proficiency approved by the specific graduate program. Most graduate programs accept the Test of English as a Foreign Language (TOEFL) or the Michigan English Language Assessment Battery (MELAB). The minimum score generally required for admission is 560 on the paper-based TOEFL or 220 on the computer-based TOEFL or 80 on the MELAB. In addition, re-evaluation of English proficiency may be required once a student is admitted.

For testing information and registration materials, please contact:

TOEFL
PO Box 6151
Princeton, NJ 08541, U.S.A.
609-771-7600
Website: http://www.toefl.org
Email: toefl@ets.org

MELAB
English Language Institute, TCD
3020 North University Building
University of Michigan
Ann Arbor, MI 48109-1057, U.S.A.
734-764-2413
Website: http://www.lsa.umich.edu/eli
Types of Admission

Four types of admission are offered: Regular, Conditional, Probationary and Not a Candidate for Degree (NCFD). All four types apply to Rackham affiliated programs and combinations of these are offered in non-Rackham programs. Consult the specific graduate program for details.

Regular

Applicants who satisfy all admission requirements of Rackham and the department or program of specialization to which they have applied will be granted regular admission. They must have on file an official transcript (i.e., one bearing the official seal of the school and the Registrar’s signature) indicating award of the bachelor's degree or equivalent.

Conditional

Applicants whose admission status is contingent upon satisfaction of one or more of the following requirements will be granted conditional admission.

Students who have not submitted an official transcript with the undergraduate degree posted. Students in UM-D only programs must have an official copy of their transcript on file in their graduate program office. Students in Rackham affiliated programs must have an official copy of their transcript sent to the Graduate Admissions Office, 114 Rackham Building, Ann Arbor, MI 48109-1070. Failure to do so may affect a student’s ability to register.

Undergraduate students who have not completed requirements for a bachelor's degree at the time of admission. These students must submit an official transcript indicating satisfactory competition of all coursework and award of the bachelor's degree before enrollment. Exceptions are: 1) University of Michigan undergraduates within six credit hours of graduation. These students must submit a transcript upon completion of their first term; and 2) concurrent undergraduate/graduate students.

Students whose preparation is deficient. These students must complete prescribed courses with stated minimum grades in the number of terms specified by the graduate program admission officer.

Note: No degree milestones will be added to a student’s record for graduate work completed until all conditions have been removed.

Probationary

Applicants whose admission status is contingent upon earning a stated minimum grade average for the number of credit hours specified by the graduate program admission officer (which may include prescribed courses) will be granted probationary admission.

Not a Candidate for a Degree (NCFD)

NCFD admission may be granted to qualified students who wish to elect courses for graduate credit but who are not candidates for a degree. Examples are: professionals who seek to continue their development, students in good standing in another graduate school, people seeking to increase their knowledge or improve their professional skills, or those who wish to test their capabilities in a graduate setting.

There are two types of NCFD admissions, Departmental NCFD and Non-Rackham Guest. Applicants with NCFD status who have identified a field of interest should contact the appropriate department or program for review. Applicants for NCFD status who have not identified a field of interest will be referred to the Non-Rackham Guest program for review.

Courses elected by students in Departmental or Non-Rackham Guest NCFD status cannot be counted toward a degree program unless the student receives regular admission and the graduate chair of the degree program determines that the courses are acceptable.

Departmental NCFD Admission. Applicants who are interested in NCFD status and who have identified a field of interest should contact the appropriate department or program. A Rackham application must be submitted for Rackham-affiliated programs and specific program applications for non-Rackham affiliated programs. The application will be forwarded to the department for review. If admitted, program advisors must approve course elections for these students. Continuing registration as a Departmental NCFD is subject to departmental policies and approval and subsequent consideration for admission to a degree program is contingent upon departmental policies and full review of credentials in competition with other degree applicants.

Non-Rackham Guest Admission. Minimum requirements for admission as a Non-Rackham Guest NCFD are a bachelor's degree and an undergraduate grade point average of at least a B (3.00). An application must be submitted for review by the Department or Program Chair. If admitted, written approval for each course elected must be obtained from the instructor. Applicants are limited to two courses in any one field during their status as a Non-Rackham Guest NCFD. For further registration, admission by a department or program is required.

Students continuing as Non-Rackham Guest NCFD may continue to register in that status provided the following conditions are met: they obtain approval to register from the department or program each term (registration in this status is unusual after two terms); they must maintain an average grade of at least a B (5.00); they do not register for a pattern of elections that indicates a field of specialization (usually not more than two course in one field); and they obtain written approval of the instructor on an Election Authorization form for each course to be elected.

Program Admission for UM-D non-Rackham Programs

UM-D programs described in this section include: Master of Arts in Performance Improvement and Instructional Design, Master of Arts in Teaching, Master of Science in Science Education, Master of Science in Health Psychology, Master of Public Policy, Master of Business Administration, Master of Science in Accounting and Master of Science in Finance.

Specific guidelines and requirements for admission to these programs are described in the following sections. Students should either consult the program descriptions for this information or contact the Graduate Studies Office 313-593-4194 or the program office.

In general, admission to UM-D non-Rackham programs requires a bachelor’s degree from an accredited institution. A completed application form together with the application fee and
official transcripts from all universities attended. Programs frequently have additional requirements.

Program Admission for Rackham-Affiliated Programs


The application package contains an application form for admission, instructions concerning admissions, and general information about the University of Michigan campuses. International (non-U.S. citizen) students should request the special application package for International Students. Applications are also available by writing to the Mail Office, Horace H. Rackham School of Graduate Studies, University of Michigan, Ann Arbor, Michigan 48109-1070.

Special Program Admission

Concurrent Undergraduate/Graduate Study (CUGS)

Students in the junior year of their undergraduate work whose academic accomplishments are exceptional may apply for admission to the Concurrent Undergraduate/Graduate Study (CUGS) program by contacting the appropriate graduate program advisor. This program provides students with the opportunity to work toward a graduate degree while fulfilling the remainder of the requirements for a bachelor’s degree. Information about the procedures to be followed for admission may be obtained from the graduate program office of the unit concerned. Note: not all graduate programs offer this program.

Michigan Intercollegiate Graduate Study

The Michigan Intercollegiate Graduate Study (MIGS) program creates exchange possibilities for graduate students currently enrolled in Michigan universities. Students in good standing at one institution (the home) may take advantage of course and research opportunities offered at another institution (the host), provided that such opportunities are not available on the home campus. Students in master’s or specialist degree programs may enroll for six hours at a host institution while doctoral students may enroll for up to nine hours. Inquiries regarding appropriate faculty contacts and administrative approval should be addressed to the Office of Registration and Records, 1169 University Center, 313-593-5200.

Visiting Scholar

Admission as a Visiting Scholar may be granted to qualified individuals who wish to study and conduct research at the University without earning academic credit. Visiting Scholar status may be granted to persons who have earned the degree Doctor of Philosophy or its equivalent or who hold the rank of Associate Professor or higher from an accredited university. Applicants for Visiting Scholar status are required to provide certification of at least one of these qualifications at the time of application. Special application forms are available at the graduate program office of the unit concerned.

Visiting Scholars may sit in on courses with the permission of the instructor, but no official records will be kept. The University requires that all Visiting Scholars have health insurance for themselves and their families. (Health Service benefits and insurance are not an included privilege.) International visiting/research scholars may purchase health insurance, or check on the adequacy of existing insurance at the International Center on the University of Michigan-Ann Arbor Campus upon arrival.

Special Cases

Second Master’s Degree

Admission to a master’s degree program in the same field of specialization and at the same level as one previously completed is possible only if the previous degree program was of substantially different character or was not accredited. Pursuit of a second master’s degree program in a new field of specialization is governed by the regulations for dual degree programs.

University Faculty Ineligible for Admission

Members of the faculty of the University of Michigan of professorial rank may not be admitted for graduate work for credit or receive a higher degree from the Rackham School of Graduate Studies. Exceptions to this rule will be granted only in unusual cases in which such enrollment is essential to the professional development of a faculty member. In such cases, faculty who enroll for graduate degrees or credit must do so with the knowledge and approval of their department or schools and of the Graduate Dean. Often it will be appropriate for the faculty who consider seeking degrees to enroll initially as NCFD students (Not a Candidate for a Degree) rather than as degree candidates. Exceptions to the rule will not be granted to faculty who wish to enroll in degree programs offered by their own department (or schools, if these are the equivalent units).

Change of Field

A change from one department or interdepartmental program to another requires full consideration by the new program’s admissions committee. The student must complete the Application for Modification of Status Form for Rackham-affiliated programs or contact the appropriate program director for applicable policies for non-Rackham affiliated programs and submit the required forms to the graduate program office of the unit concerned. (An international student must supply documentation of additional funding if a change of field will result in an extension of the expected study period.) The student must also contact the new program directly for additional information about program content and supporting materials needed for the application (such a transcripts, GRE scores, letters of recommendation, portfolio, etc). The deadline for submitting the required forms is the same as for new program applications. Students who have not enrolled in courses in the Graduate School or in Detached Study for 12 consecutive months before the term of proposed enrollment must apply for readmission to the graduate program of the unit concerned.
Change of Degree Level Within a Field

To change from non-degree status (NCFD) to degree status within the same field of specialization, the student must submit a formal request using the Change of Degree Status Authorization form for Rackham-affiliated programs or individual program forms (contact the graduate program director of the applicable program for requirements). The student should also contact the program office directly for information about program content and supporting materials needed. An international student must supply documentation of additional funding if a change of degree status will result in an extension of the expected study period.

Post-Degree Program Admission

Both the School of Education and the College of Engineering and Computer Science offer post-baccalaureate programs. Prospective students should contact the school or college for application packages.

Programs Offered By The School Of Education

The School of Education offers degrees or certifications in the following three areas. For information regarding these programs and admission, refer to the School of Education section in this Announcement or telephone 313-593-5090 or write to the School of Education Records Office, 262 Fairlane Center, University of Michigan-Dearborn, 19000 Hubbard Drive, Dearborn, Michigan 48126-2638.

Certification Only (Elementary Or Secondary)

This program is for those holding a bachelor's degree from an accredited college or university wishing to earn a Michigan Elementary or Secondary Provisional Teaching Certificate.

Professional Education Certification (Elementary Or Secondary)

This program is for persons with an elementary or secondary provisional teaching certificate wishing to earn a Professional Education Certificate in a planned program.

Enhancement Program (Elementary Or Secondary)

This program is for persons wishing to add a major, minor or an endorsement to their certificate.

Programs Offered By The College Of Engineering And Computer Science

For information and admission to the programs below, contact the Engineering Professional Development (EPD) program coordinator at 313-593-4000.

Engineering Professional Development (EPD)

EPD, a component of the College of Engineering and Computer Science, offers an extensive range of non-credit, review, undergraduate and graduate course offerings for professionals who want to take useful, topical courses in order to update or enhance their engineering skills.

Non-Credit Opportunities

Primarily designed for the practicing engineer who is not interested in pursuing a post-baccalaureate professional or academic degree, the courses in this program do not carry academic credit. Instead, Continuing Educational Units (CEUs), which are nationally recognized units of measure, are awarded to students who successfully complete non-credit coursework. In addition to offering courses that have already been developed, training can be designed and customized to meet an organization's particular needs. Programming can be scheduled at the corporate site or on the UM-D campus.

Credit Opportunities

Providing there is sufficient interest, undergraduate and graduate engineering programs can be offered at the corporate location. These programs include: Electrical and Computer Engineering, Mechanical Engineering, Industrial and Systems Engineering, Computer and Information Science, Engineering Management, Manufacturing Systems Engineering, Information Systems Technology, Automotive Engineering and a dual MBA/Industrial Systems Engineering degree.

For further information, telephone the Engineering Professional Development program coordinator at 313-593-4000.

Certificate Programs

Several certificate programs are available for individuals wanting to develop expertise in a particular subject area by completing a series of advanced courses. These courses award graduate-level credit and provide students with the opportunity to complement an already acquired graduate degree, or apply the credits to one of the College of Engineering and Computer Science’s graduate degree programs. The program’s highly flexible structure allows the student to personalize a particular area of interest by selecting courses from several elective options. Current certificate program topics are: Software Engineering, Computer Aided Design and Manufacturing, Internal Combustion Engines, Structural Analysis and Design, Plastic and Composite Materials, Engineering Management, Quality Engineering, Intelligent Control, Vehicle Electronics, Control Systems, and Digital Signal Processing. In addition, other topic areas will be developed as specified by the needs of the school’s corporate customers.

Organizational Learning Programs

Much of EPD’s organizational learning curricula has been created in association with research affiliates from MIT’s Society for Organizational Learning (SOL), other industry leaders and consultants, and EPD’s corporate partners. Programs are designed to help participants understand, practice, and apply the tools and concepts of organizational learning to the strategic and other work-related dilemmas that commonly plague individuals, work groups, and entire organizations. EPD currently has a non-credit program and a credit course on the topic of organizational learning. Other organizational learning topics will be developed and offered periodically to complement existing programs.

International Programs
In response to an increased demand for global educational programs and services, EPD supports the International Programs Office. The program assists non-U.S. engineers, scientists and business leaders with American methods of engineering, manufacturing, innovation, research, product development and management. Please contact the EPD office at 313-593-4000 for additional details.

Distance Learning

Certain programs or courses offered through EPD may be available by utilizing distance education/learning technologies. Please contact the EPD office at 313-593-4000 for additional information.

Readmission

Most students who have not been enrolled in a master's program for one year (12 months) must apply for readmission. Readmission is dependent upon program approval and availability of space and facilities for the term in which readmission is requested. Before readmission can be finalized for international students, proof of adequate funding is required in order to obtain the appropriate visa documents.

If a student withdrew for health reasons, readmission may be subject to satisfactory evidence that the condition has been remedied. If a student was on Probationary Admission, Academic Probation, or Extended Probation, that standing will continue in effect if he or she is readmitted, unless approval to remove or modify the status is granted by the program and the Graduate School. If a student was Required to Withdraw, readmission may be granted only following approval by the program and/or the Rackham School of Graduate Studies for programs affiliated with Rackham.

Financial Aid

The goal of UM-D is that no qualified student shall be denied an education due to lack of the necessary funds. Students who believe that their resources are inadequate to meet reasonable educational expenses should request financial aid consideration and seek the advice of the Office of Financial Aid counseling staff in 1183 University Center or 313-593-5300.

Financial Assistance Available

Financial aid for graduate students consists of the following types of assistance: gift aid (scholarships, fellowships and other grants-in-aid), loans, and employment. With the exception of some scholarships, most financial assistance through the Office of Financial Aid is awarded on the basis of financial need and may include a combination of various types of aid mentioned above. Financial need is the difference between the amount of money the student and/or the student's family is expected to provide for an education and the cost of that education as determined by a uniformly applied analysis. Graduate students should contact their departments for possible stipends or fellowships.

Determining Eligibility

Most financial assistance awarded by the Office of Financial Aid is based upon financial need as determined by a careful review of the resources of the student and of the student's family. All students applying for financial assistance through the Office of Financial Aid must submit the Free Application for Federal Student Aid (FAFSA).

The results of the FAFSA assist the staff in determining what the student and the student's family can reasonably be expected to contribute toward educational expenses.

Financial need is determined by subtracting those resources, as determined by the Office of Financial Aid, from the appropriate student budget or estimated cost of attending the University.

Any student who applies for financial aid must submit a FAFSA completed by his/her parents, unless the student meets the independent student guidelines as defined by federal regulations. The following is a definition of an independent student. Any part of this definition is subject to change.

An independent student is an individual who meets one of the following criteria:

1) A student who is 24 years of age by December 31 of the first calendar year of the award year.
2) A student who is under age 24 will be considered dependent for financial aid purposes unless he or she:
   a) is an orphan, a ward of the court, or an honorably discharged veteran of the Armed Forces.
   b) is a graduate or professional student.
   c) is a married student.
   d) is a student with legal dependents other than a spouse.
   e) presents documentation to the Office of Financial Aid of other unusual circumstances demonstrating independence.

Application for Financial Aid

Most assistance is committed at a certain time of the year, so note carefully the dates below. These dates assume entrance for the fall semester.

1) Apply for admission. Students should contact their academic unit adviser or the Office of Graduate Programs, 313-593-1494 to find out about application deadlines. Students may request admission materials by writing to the University of Michigan-Dearborn, Office of Graduate Programs, 1080 Administration Building, Dearborn, Michigan 48128-1491.

2) Request a Personal Identification Number (PIN) from the U.S. Department of Education. PINs may be obtained at http://www.pin.ed.gov. This PIN will be used as the “electronic signature” when the Free Application for Federal Student Aid (FAFSA) is submitted online. The PIN may also be used to access the Student Aid Report, to make application corrections, to complete a renewal FAFSA in future years, to access Direct Loan account information online and to “electronically sign” a master promissory note.

3) Complete the FAFSA using the University of Michigan-Dearborn’s federal school code number: 002326. Students are encouraged to submit the FAFSA online at http://www.fafsa.ed.gov (using the PIN indicated in step 2 above). It is recommended that you print your application and Confirmation Page for your records. A paper application may be used. Paper applications must be mailed
to the Federal Processor. Submit either the online OR paper FAFSA, but not both.

To complete the FAFSA, students will need to use the appropriate Federal Income Tax Return (Form 1040, 1040A or 1040EZ). FAFSAs including authorized release to UM-D (via code 002326) and submitted by April 1 will receive first priority consideration for funds. Please note that students possessing a bachelor’s degree are not eligible for Pell Grant funds, however, completion of the FAFSA is required for assessment of eligibility.

Continuing Students

The FAFSA is year specific. Therefore, in order to continue to be considered by financial aid, students must reapply for financial aid each academic year. The web application (http://www.fafsa.ed.gov) as well as the paper FAFSA is available after January 1, preceding fall enrollment.

Reminders

1) Applications are processed only after a student has been admitted, but students need not wait until they are admitted to apply for financial aid.
2) Applications submitted after the stated deadlines will be considered, subject to the availability of funds, but notification may not come until after the term has begun.
3) Students must reapply for aid each year.
4) All correspondence and documents must include the student's name and University of Michigan Identification number (UMID).
5) Students must enroll at least half time to be considered for financial aid (Graduate: eight or more credit hours = full time; six to seven credit hours = three-fourths time and four to five credit hours = half-time.

Deadline Dates for Fall/Winter

April 1
   Initial or Continuing Graduate Students and Transfer Graduate Students

April 2
   Late applicants (consideration will be given depending on the availability of funds). Awards may not be made until after the term begins.

Scholarships and Gift-Aid for Graduate Students

There are three basic categories of financial aid: gift aid (scholarships, fellowships or other grants-in-aid), loans and part-time employment. Graduate students may apply for loans and work-study through the Office of Financial Aid. Scholarships, fellowships and other grants-in-aid as well as financial assistance through departmental employment, are often available to qualified graduate students. Such assistance may be available through the unit or academic department.

Graduate School Fellowship, Teaching or Research Assistantship Support

Recipients of these awards must be appointed or nominated by a member of the academic department in which the applicant is enrolled. The numbers of awards vary annually, as do the award amounts. The application, entitled “Application for Graduate School Fellowship, Teaching or Research Assistantship”, may be obtained from the academic unit. This application will serve as the vehicle for obtaining consideration for all awards, fellowships, etc., administered by the unit or academic department.

Graduate Student Scholarships

The number of awards available each year is variable as is the amount of the stipend. Recipients are appointed by, or upon the nomination of, the departments in which the applicants are enrolled. Application forms for students who will be registered at the UM-D can be obtained from the academic unit.

UM-D Upperclass Scholarship Program (for Graduate Students)

Qualified graduate students who have completed a minimum of 6 credits in residence can apply for several university scholarships at one time, using the University of Michigan-Dearborn Upperclass Scholarship Program application. This application is available in the scholarship rack outside the Office of Financial Aid. The application deadline is the first Monday in February for the following academic year.

Center for the Education of Women Scholarship

Approximately 35 scholarships are awarded each year to qualified students who have had at least a 48-month interruption in their education and who are now enrolled in degree program.

Hartmann Family Entrepreneurship Scholarship

This renewable scholarship is available to graduate and undergraduate students with an interest in entrepreneurship studies and business ownership. Graduate applicants must be Michigan residents and in good academic standing with a GPA of 5.0 or better.

National Science Foundation Scholarship

This renewable scholarship for $3125 is available to students majoring in mathematics, computer science or engineering master's degree programs. The funding is from a grant to UM-D. Check with the Office of Financial Aid to determine if the grant is still available.

King/Chavez/Parks Future Faculty Program

This fellowship program is available to underrepresented minority students pursuing a career in teaching. Qualified candidates may receive up to $15,000 over a two and one half-year period. It is imperative that recipients pursue teaching after receipt of funds.

Federal Loans
The following are programs offering loan assistance. Recipients of the loans must maintain satisfactory academic progress toward their degree. An "Entrance Interview" may be required prior to disbursement of funds. An "Exit Interview" is required prior to leaving school.

**Federal Perkins Loan**

The Federal Perkins Loan is funded by the federal government based on financial need and the availability of Federal Perkins Loan funds. Graduate or professional students may borrow up to $6,000 per year to an aggregate total of $40,000 (this total includes any amount borrowed under Perkins/N.D.S.L. for undergraduate study.) Due to current allocation levels, the maximum awarded at UM-D is $2,800 per academic year.

The Federal Perkins Loan is a low-interest (five percent) loan with preference given to students with exceptional need. The principle plus interest to new borrowers are repayable beginning nine months after graduation, leaving school, or failure to attend at least half-time. At the end of the nine-month grace period, the student must begin repaying the loan. (If he/she is not a new borrower, the grace period is six months.) Repayment may extend to a maximum of ten years depending on the amount borrowed. This loan program also has provisions for deferment or cancellation of loan payments.


**Federal Direct Stafford Loan Program (FDSLP)**

There are two types of Direct Loans available to graduate students: the Federal Direct Stafford Loan (which is subsidized) and the Federal Direct Unsubsidized Stafford Loan. Both Stafford Loans have the same deferment options and interest rates. The two differ in that the unsubsidized borrower is responsible for the interest payments at all times, while the subsidized borrower is not.

FDSLP loans are available to graduate and professional students who meet federal eligibility criteria. All applicants are evaluated on the basis of financial need as determined by formal need analysis conducted by the Office of Financial Aid. The analysis considers educational costs and student resources including family contribution and other financial assistance. Borrowers must maintain at least half-time enrollment throughout the loan period.

The annual maximum amount a graduate student may borrow is $18,500 per academic year. The aggregate amount allowed for graduate or professional study is $138,500 (which includes any loans at the undergraduate level). The interest rate is variable and is reset annually to be effective July 1 through June 30. The maximum rate that can be charged is 8.25%. In addition, there is a small Origination Fee, which is deducted from the gross proceeds of the loan.

Interested borrowers must submit a "complete" application for financial aid. The Office of Financial Aid will process the request. (A separate application is not required.)

For additional information, contact the Office of Financial Aid or visit the following website: http://studentaid.ed.gov/students/publications/student_guide/index.html.

**Alternative Loans**

Alternative loans are non-federal educational loans normally provided by private lenders who require a credit evaluation before approval. Alternative loans are funded strictly through private sources and receive no funding from the Federal government.

While alternative loans are considered educational loans, they are not eligible for loan consolidation with Federal Stafford or Federal Perkins Loans. The student who borrows from both the Federal Stafford and alternative loans will have at least two monthly payments upon entering repayment.

Students who borrow from alternative loans do not need to complete a Free Application for Federal Student Aid (FAFSA) and loan limits are not tied to academic status attained (e.g., freshman, sophomore, junior or senior). Their own creditworthiness and the creditworthiness of their co-signers/borrowers limit the borrowing maximums.

The Office of Financial Aid encourages students who are eligible to apply for the Federal Stafford Loan Program by completing a FAFSA before considering alternative loans. If an individual has concerns about whether or not he/she is eligible for a Federal Direct Loan, please contact the Office of Financial Aid at 313-593-5300.

Alternative loans can provide important supplemental or primary funding for students. It is also important to remember that an informed consumer may be able to reduce the amount of interest and fees paid through a careful matching of loan product and student needs.

**Student Employment**

Student employment provides work experience while earning money for college expenses. Recipients of Federal or Michigan Work-Study must maintain satisfactory academic progress toward their degree.

**Federal Work-Study Program**

Funded by the federal government, the Federal Work-Study Program is designed to provide employment opportunities for eligible students to help finance their college expenses. Preference for work-study is given to those who show financial need. The federal government may pay up to, but no more than, 75 percent of the student's wages and the employing department pays the remaining percentage. Students may work a maximum of 25 hours a week while in school. Job referrals are made after completion of registration since class schedules are necessary to determine the hours students will be available to work. The Office of Career Services, 2149 University Center, facilitates the job placement effort.

**Michigan Work-Study Program**

The Michigan Work-Study Program is funded by the State of Michigan. It operates under the same format as the Federal Work-Study Program.

**On-Campus Employment**

This source of employment is funded by UM-D. There are many part-time and temporary jobs available in the academic
departments and in the support offices. Students may contact the Office of Career Services to inquire about available jobs. The departments pay 100 percent of these wages.

If students receive financial aid, the amount of earnings may be considered in their total financial aid package for the following academic year.

Other Sources of Financial Aid

Other sources of financial assistance are available through governmental agencies such as Vocational Rehabilitation, Veterans Assistance, and Social Security. Students needing further information on these programs should contact the nearest appropriate governmental agency.

For additional information about financial aid programs or financial aid counseling, contact the Office of Financial Aid at 313-593-5300.

Satisfactory Academic Progress Policy for Graduate Students

All of the graduate programs at UM-D require enrolled students to maintain the highest academic standards. As a result, the Office of Financial Aid monitors graduate department postings of probation and suspension, and utilizes grade point average standards to assess a graduate student’s satisfactory academic progress through his/her program of study.

Qualitative measure of grade point average is important but is not the only component of the standards of academic progress. For example, a student may enroll for four classes but complete only one class with an “A”. This student is not making adequate progress towards the degree.

The Office of Financial Aid reviews quantitative progress for graduate students to insure that they are completing a minimum of 67% of all classes attempted. This completion rate will insure that the program of study will be completed in a timely manner. Reviews occur at the end of Fall and Winter terms.

If a student fails to complete 67% of all residential graduate credits at the end of each term, s/he will be placed on probation for one term. During the probationary term, the student is eligible to receive financial aid. If after the completion of the probationary term, a minimum course completion rate of 67% has not been reached, the student will be suspended from financial aid eligibility.

All students who are suspended from financial aid eligibility are eligible to complete an appeal for reinstatement based on special or mitigating circumstances.

Residency Regulations

Authority

The governing board at each university in Michigan has the authority to determine residency classification guidelines for admission and tuition purposes. Therefore, residency guidelines may vary from school to school and are independent of guidelines used by other state authorities to determine residency for purposes such as income and property tax liability, driving and voting. The following guidelines were approved by the University of Michigan’s Board of Regents to take effect Spring Term 1998 and to apply to students at all campuses of the University of Michigan. The guidelines are administered by the Residency Classification Office in the Office of the Registrar at the Ann Arbor campus, 1514 LSA Building, University of Michigan, 500 S. State Street, Ann Arbor, MI 48109-1382, telephone 734-764-1400.

Student’s Responsibilities and the Residency Application Process

It is the student’s responsibility to read the University Residency Classification Guidelines contained in this document and to apply for admission and register under the proper residency classification. It is also the student’s responsibility to file an Application for Resident Classification for an official determination of status. Students are encouraged to consult with staff in the Residency Classification Office if they have questions or need assistance.

The admissions offices at the various schools and colleges within the University perform the initial screening for residency classification. If a student indicates Michigan resident status on the admissions application and the admissions office questions that status, the student will be classified as a nonresident and notified of the need to file an application for Resident Classification with the Residency Classification Office. The fact that a student’s claim to residency for University purposes is questioned does not necessarily mean that he or she will be ineligible; it simply means that the student’s circumstances must be documented and reviewed by the Residency Classification Office. Failure on the part of admissions staff to question a student’s claim to resident eligibility does not relieve the student of the responsibility to apply and register under the proper residency classification. Furthermore, the University reserves the right to audit enrolled or prospective students at any time with regard to eligibility for resident classification and to reclassify students who are registered under an improper residency classification.

Until an Application for Resident Classification is filed and approved, a student who previously attended any campus of the University of Michigan as a nonresident will continue to be classified as a nonresident at all campuses.

Upon application for admission to any campus of the University, an individual who claims eligibility for resident classification must file an Application for Resident Classification for an official determination of status if any of the following circumstances apply:

- the individual is living out of the state at the time of application to the University
- either parent is living out of state (applies if the individual is 24 years of age or younger)
- the individual has attended or graduated from an out of state high school (applies if the individual is 24 years of age or younger)
- the individual has attended or graduated from an out-of-state high school and has been involved in educational pursuits for the majority of time since graduation from high school
- the individual has had out of state employment or domicile with the last 3 years

The above list is not exhaustive. An individual is responsible for filing an Application for Resident Classification in any situation where the individual’s eligibility...
for residency under these Guidelines could be reasonably questioned.

**Filing Deadlines**

Students may apply for resident classification for any term in which they are enrolled or intend to enroll. The deadline dates for filing the Application for Resident Classification are the same for all University of Michigan schools, colleges and campuses. (For the On Job/On Campus program, filing deadlines are 30 calendar days after the first scheduled day of classes.) The following dates apply to the term for which residency is sought. If the deadline falls on a weekend, it will be extended to the next business day.

- September 30 for Fall Term
- January 31 for Winter Term
- July 31 for Spring, Spring/Summer and Summer Terms

Applications must be received in the Residency Classification Office by 5 p.m. on the deadline date. Applicants who do not file by the deadline will be responsible for paying tuition at the nonresident rate. **Exceptions will not be granted.**

**Documents Which Must be Included When Filing for Resident Classification**

When filing an Application for Resident Classification, the following documentation must be included with the Application form:

- for all applicants: a copy of the driver's license of the applicant and of the person or persons upon whom the applicant is basing the claim to resident eligibility.
- for all applicants: copies of the front and signature pages of the most recent year's federal and state income tax returns and W2 forms for the applicant and the person or persons upon whom the applicant is basing the claim to resident eligibility.
- for applicants born outside the U.S.: verification of U.S. citizenship or visa status.
- for applicants who are dependents: (see Residency Classification Guideline B-1 below) copies of the front and signature pages of the parents' most recent year's federal and state income tax returns.
- for applicants whose claim to eligibility for resident classification is based on permanent, full-time employment for themselves, a parent, spouse or domestic partner: a letter from the employer, written on letterhead (including phone number), stating the position, status and dates of employment. The letter should be accompanied by a copy of the most recent pay stub showing Michigan taxes being withheld.

Applicants are also responsible for providing any other documentation necessary to support their claim to resident eligibility. Additional documentation may be requested by the Residency Classification Office. All information will be kept confidential to the extent permitted by law.

**Appeal Process**

If an Application for Resident Classification is denied by the Residency Classification Office, the student may request that his or her file be reviewed by the University’s Residency Appeal Committee. The appeal request must be made in writing and must be received in the Residency Classification Office within 30 calendar days of the date on the denial letter. If the deadline falls on a weekend or University holiday, it will be extended to the next business day.

All contact with the Residency Appeal Committee must be in writing. Personal contact with a member of the Committee prior to the meeting could disqualify the member from participating in the decision. A student who wishes the Committee to consider additional information must submit the information to the Residency Classification Office, in writing, with the appeal request. The information will then be forwarded to the Residency Appeal Committee with the student’s file.

The student will receive a written decision from the Committee when the review is complete. Once the Residency Appeal Committee issues its decision there are no further appeals for the term covered by the application.

**Misrepresentation and Falsification of Information**

Applicants who provide false or misleading information or who intentionally omit relevant information in an application for admission, an application for resident classification or any other document relevant to residency eligibility may be subject to legal or disciplinary measures. Students improperly classified as residents based on this type of information will have their residency classification changed and may be retroactively charged nonresident tuition for the period of time they were improperly classified.

**Residency Classification Guidelines**

For University purposes, “domicile” is defined as the place where an individual intends his/her true, fixed and permanent home and principal establishment to be, and to which the individual intends to return whenever he or she is absent. These Guidelines are designed to explain how a student may demonstrate the required intent and establishment of a domicile in Michigan. An individual whose activities and circumstances, as documented to the University, demonstrate that he or she intends to be domiciled in Michigan and has, in fact, established a domicile in Michigan will be eligible for classification as a resident. An individual who presence in the state is based on activities or circumstances that are indeterminate or temporary, such as (but not limited to) educational pursuits, will be presumed not to be domiciled in Michigan and will be classified as a nonresident. The burden of proof is on the applicant to demonstrate with clear and convincing evidence that he or she is eligible for resident classification under these Guidelines.

These Guidelines describe situations that create presumptions of resident and nonresident status. The fact that a presumption of resident status may apply to a student does not mean that the student will automatically be classified as a resident or that the student is relieved of the responsibility for filing an Application for Resident Classification. (See the Student’s Responsibilities and the Residency Application Process at the beginning of this section.) To overcome a presumption of nonresident status, a student must file a residency application and document with clear and convincing evidence that a Michigan domicile has been established.

**A. General Guidelines**
1) Circumstances which may demonstrate permanent domicile
The following circumstances and activities, though not conclusive or exhaustive, may lend support to a claim to eligibility for resident classification:
- both parents (in the case of divorce, one parent) permanently domiciled in Michigan as demonstrated by permanent employment, establishment of a household and severance of out of state ties,
- applicant employed in Michigan in a full-time, permanent position provided that the applicant's employment is the primary purpose for his or her presence in Michigan,
- spouse or domestic partner employed in the state in a full-time permanent position provided that the employment of the spouse or partner is the primary purpose for the student's presence in Michigan.

2) Circumstances which do not demonstrate permanent domicile
The circumstances and activities listed below are temporary or indeterminate and do not demonstrate permanent domicile:
- enrollment in high school, community college or university,
- participation in a medical residency program, fellowship or internship,
- employment that is temporary or short-term,
- military assignment,
- employment in a position normally held by a student,
- ownership of property,
- presence of relatives (other than parents),
- possession of a Michigan driver's license or voter's registration,
- payment of Michigan income or property taxes,
- the applicant's statement of intent to be domiciled in Michigan.

3) One Year Continuous Physical Presence
In cases where it is determined that an applicant has not demonstrated establishment of a domicile in Michigan as defined by these Guidelines, the University will require the applicant to document one year of continuous physical presence in the state as one of the criteria for determining eligibility for resident classification in any subsequent Application for Resident Classification. The year to be documented will be the one year immediately preceding the first day of classes of the term in question. The year of continuous presence is never the only criterion used for determining resident eligibility, and in itself, will not qualify a student for resident status. If substantial and new information arises which changes the circumstances of a student’s presence in Michigan and which clearly demonstrates the establishment of a Michigan domicile, the student may be immediately eligible for resident classification prior to the passage of one year.

In documenting the year of continuous physical presence in Michigan, the applicant will be expected to show actual physical presence by means of enrollment, employment, in-person financial transactions, health care appointments, etc. Having a lease or permanent address in the state does not, in itself, qualify as physical presence. Short-term absences (summer vacation of 21 days or less, spring break and break between fall and winter term), in and of themselves, will not jeopardize compliance with the one-year requirement. In determining the effect of a short-term absence the nature of the absence will be assessed to determine whether it is contrary to an intent to be domiciled in Michigan. Absences from the state in excess of the time mentioned above or failure to document physical presence at the beginning and end of the year will be considered as noncompliance with the one-year continuous presence requirement.

B. Residency Presumptions in Particular Circumstances
The fact that a presumption of resident status may apply to a student does not mean that the student will automatically be classified as a resident or that the student is relieved of the responsibility for filing an Application for Resident Classification. (See The Student's Responsibilities and the Residency Application Process.)

1. Dependent Students
For University residency classification purposes, a student is presumed to be a dependent of his or her parents if the student is 24 years of age or younger and (1) has been primarily involved in educational pursuits, or (2) has not been entirely financially self-supporting through employment.

a. Residents
i. Dependent Student — Parents in Michigan. A dependent student whose parents are, according to University Residency Classification Guidelines, domiciled in Michigan is presumed to be eligible for resident classification for University purposes as long as the student has not taken steps to establish a domicile outside of Michigan or any other action inconsistent with maintaining a domicile in Michigan.

ii. Dependent Student of Divorced Parents — One Parent in Michigan. A dependent student whose parents are divorced, is presumed to be eligible for resident classification for University purposes if one parent is, according to University Residency Classification Guidelines, domiciled in Michigan. The student must not have taken steps to establish an independent domicile outside of Michigan or any other action inconsistent with maintaining a domicile in Michigan.

iii. Dependent Resident Student Whose Parents Leave Michigan. A student who is living in Michigan and who is, according to University Residency Classification Guidelines, domiciled in Michigan does not lose resident status if the parents leave Michigan, provided: (1) the student has completed at least the junior year of high school prior to the parents' departure, (2) the student remains in Michigan, enrolled full-time in high school or an institution of higher education, and (3) that the student has not taken steps to establish a domicile outside Michigan or any other action inconsistent with maintaining a domicile in Michigan.

b. Nonresidents
Dependent Student-Parents not in Michigan
A dependent student whose parents are domiciled outside the state of Michigan is presumed to be a nonresident for University purposes.

2. Michigan Residents and Absences from the State
Cost of Attendance

Each year, the Office of Financial Aid provides an estimated cost of attending UM-D for students interested in full-time enrollment. The estimated costs reflect a modest but adequate standard of living for the academic year. While there is some allowance for discretionary expenditures, there is no provision for costs not directly related to school attendance. Individuals should consult the following website for current information on estimated costs of living: http://www.umd.umich.edu/univ/finaid/.

Tuition and fees are subject to change without notice by action of the Board of Regents. For current tuition and fees, individuals should consult http://www.umd.umich.edu/dept/registration/.

Student Fees and Fee Regulations

These fees are subject to change at any time by the Regents of the University.

Policies Governing Student Fees

The Board of Regents shall determine the level of student fees (registration and tuition) and a schedule of such fees shall be published. All other student fees shall be fixed by the Campus Fee Committee. All fees are subject to change at any time by the Regents of the University.

Time of Payment of Fees

All fees are payable in accordance with regulations established by the university providing only that said regulations may not defer payment of these fees beyond the end of the term for which they are assessed.

Exemption from Payment Of Fees

No exemption from the payment of fees shall be granted unless specifically approved in advance by a representative of the Fee Committee. Failure to fulfill financial obligations to the University may result in disciplinary action, including the withholding of degrees and transcripts.

Application Fees

A non-refundable fee will be required of each applicant for a degree or certificate program at UM-D. Please refer to the application packet available in each school’s office. Students who have paid the appropriate graduate application fee at another campus of the University will not be assessed a second fee.

Dual Status Fees: Graduate and Undergraduate

Seniors who are within six hours of completing the requirements for graduation with a bachelor’s degree and who have been admitted to a UM-D graduate program may, with both undergraduate and graduate advisors' approval, register simultaneously in a UM-D graduate program and in a graduate program. The tuition fee of the graduate program will be assessed in such cases.

3. Resident Status of Immigrants and Aliens

Only persons who are entitled to reside permanently in the United States may be eligible for resident classification at the University. These individuals, like U.S. citizens, must still prove that they have established a Michigan domicile as defined in these Guidelines. Having the privilege of remaining permanently in the United States, in itself, does not entitle a person to resident classification for University purposes. The Residency Classification Office will review the circumstances of the following classes if immigrants:

- Permanent Resident Aliens (must be fully processed and possess Permanent Resident Alien card or stamp in a passport verifying final approval by filing deadline for applicable term)
- Refugees (I-94 card must designate "Refugee")
- A, E (primary), G and I visa holders* (*Based upon current law, these nonimmigrant visa classifications are the only ones that permit the visa holder to establish a domicile in the United States. The University Registrar shall update this list as changes occur in applicable law.)
Dual Enrollment Fees: On Two Campuses Of The University

A student electing courses at UM-D and at another campus of the University, by means of a Guest Admission, will pay the appropriate fees at each campus. The only exception is that the student will not be assessed fees totaling more than a full program fee at whichever campus may have the higher full program fee.

Laboratory and/or Course Fees

Students will be assessed a laboratory or course fee if they enroll in any of the courses so designated in the Schedule of Classes (e.g., "Lab fee $30.00"). Payment for these fees may be made in full at the Cashier's Office after registration according to the deferred payment schedule (see Fee Payment Policy). The laboratory or course fee is refundable if the course is dropped prior to the beginning of the third week of classes in a full term, and prior to the beginning of the second week of classes in a half term. The procedure for obtaining a refund is described in the section "Change of Fees and Refunds."

Late Registration Fee

A late registration fee of up to $45 will be assessed for anyone registering after the official add/drop period. It should be noted that students are not ordinarily permitted to register after the first two weeks of a full term and the first week of a half term.

In exceptional cases, however, a student might be permitted to enroll even after the first two weeks (and be charged a late fee) if the student has obtained the written approval of the dean or a designated representative) of the college or school. Late registrants not pursuing a degree must have the approval of the Registrar as well as the approval of any instructors involved.

Fees Included Within Tuition

The fees listed in the "Tuition" section of this Announcement (registration and tuition) include a nominal charge for parking and other transportation-related services, the health referral service to the Henry Ford Hospital-Fairlane Clinic, facilities debt service, and support for student activities and organizations. Fees are subject to approval by the Regents of the University and may be changed at any time.

Fees for Graduate Proficiency Examination

Fees for graduate proficiency examination will be assessed at 30% of the current graduate per credit hour tuition rate.

If the student cancels his/her exam registration at least 24 hours prior to the scheduled exam date, the examination fee, minus a $20.00 administrative charge, will be refunded to the student who registers but does not take the examination. For information, contact the appropriate graduate department.

Tuition

Graduate and Professional Assessments

Graduate students should obtain current tuition and fee information from the current Schedule of Classes or http://www.umd.umich.edu/dept/registration/fee_read.htm. Additional Assessments

Course levels 500 and above in the College of Engineering and Computer Science and School of Management are assessed an additional amount per credit hour. For current fees, students should consult http://www.umd.umich.edu/dept/registration/tuition_fees.htm or the current Schedule of Classes.

Technology Assessment

Students are assessed a fee for technology. This fee varies by academic unit. For current fees, students should consult http://www.umd.umich.edu/dept/registration/tuition_fees.htm or the current Schedule of Classes.

Change of Fees and Refunds

When appropriate, a change of fee will be processed by the Office of the Registrar when a student submits a "Change of Course Elections Form" or "Withdrawal Form" which affects the fee previously assessed. Individuals are also advised to see "Change in Course Elections" in this Announcement.

Adding

A student who increases the number of hours elected will have a new fee assessment prepared by the Office of the Registrar that will indicate the appropriate fee to be paid.

Dropping (for Full, Half, and Four-Week Mini Courses)

A student who, during the first two weeks of a full term or the first week of a half term or mini-term reduces the number of hours elected, will have a new fee assessment prepared by the Office of the Registrar that will indicate the appropriate fee to be paid. No reduction in fee assessments will be made after the end of the second week of classes except in cases of "withdrawal from the University."

Dropping (for less than One-Month Mini Courses)

A student may drop from a less than one-month mini-course on or before the first class meeting of such a course without financial penalty. Thereafter, full tuition will be assessed and academic record will reflect the symbol for withdrawal (W).

Withdrawing (for Full, Half, and Four-Week Mini Courses)

A student who withdraws from the UM-D is assessed as follows:
1) Students who withdraw prior to the first day of classes will be assessed the non-refundable registration fee.
2) Students who withdraw during the first week of a half term or mini-term, or during the first two weeks of a full term, will be assessed a $25 withdrawal fee as well as the non-refundable registration fee.
3) Students who withdraw during the second week in a half term or mini-term, or in the third through fourth week of a full term, will be charged 50% of the tuition assessed as well as the non-refundable registration fee. In addition,
there is no reduction in lab/course fees or computer use fees.

4) Students who withdraw during the third through fourth week of a half term or the third week of a mini-term, or in the fifth through the eighth week of a full term, will be charged 75% of the tuition assessed as well as the non-refundable registration fee. In addition, there will be no reduction in lab/course fees or computer use fees.

5) Students withdrawing after the time periods indicated in 4) will be assessed full tuition and fees.

**Withdrawing (for less than One-Month Mini Courses)**

1) Students who withdraw from a less than one-month mini course before the first class meeting of such a course will be assessed the non-refundable registration fee.

2) Students who withdraw from a less than one-month mini course on the first day of class will be assessed a $25 withdrawal fee as well as the non-refundable registration fee.

3) Students who withdraw from a less than one-month mini course on the second day of class will be assessed 50% of the tuition assessed as well as the non-refundable registration fee. In addition, there will be no reduction in lab/course fees or computer use fees.

4) Students who withdraw from a less than one-month mini course on the third day of class will be assessed 75% of the tuition assessed as well as the non-refundable registration fee. In addition, there will be no reduction in lab/course fees or computer use fees.

5) After the third class meeting of such a course, the student shall pay all fees and assessments.

**Special Fee Adjustments**

The Registrar and the Provost for Academic Affairs are authorized to make adjustments in the application of the policy stated above when, in their judgment, unusual circumstances warrant such action. Circumstances that may warrant special consideration include the death or serious illness of the student. Fee Adjustment petitions, and supporting documentation must be submitted to the Office of the Registrar, 1169 University Center, either in person or by mail. It is the responsibility of the student to make sure that required documents be submitted.

Except in rare and unusual circumstances, petitions will not be accepted after the last day of classes for the term concerned. Petitions will not be accepted once an account has been turned over for collection.

**Registration Information**

The Office of Registration and Records is responsible for coordinating, conducting and evaluating the registration of students; establishing, monitoring and maintaining student academic folders and records; preparing, distributing, collecting and handling Class Lists and Instructor Grade Reports; preparing and providing student transcript copies and enrollment certifications; and accepting, reviewing and verifying Degrees, Honors and Certificates granted. The office also has the responsibility for preparing and verifying enrollment data and reports for local, state, and federal agencies and organizations. In addition, the Office of Registration and Records is responsible for Veterans Affairs and other on-campus and off-campus programs.

For current registration information, students should consult the Schedule of Classes for the term they are enrolling or they should visit the following website:

**Academic Policies and Procedures**

**Absence from Final Examinations**

A student who is unavoidably absent from a final examination may, upon timely completion and approval of the X Contract Form, be granted the privilege of making up the examination within five weeks after the closing date of the term involved. If granted this privilege, a grade of X will be recorded. Failure to take the examination within the specified time, or the denial of this privilege by the instructor, will result in a grade of E for the final grade. In extenuating circumstances an extension beyond the stated period may be requested by means of a petition that has been endorsed by the instructor. However, such arrangements for completing the work must be made within the above five-week period. The grade of X will automatically be treated asXE in computing the student's grade point average if the Supplementary Grade Report is not submitted by the end of the five-week period.

**Attendance (Instructor-Initiated Drops)**

A student who is absent for all of the class meetings of a course during the first week of any term and does not inform the instructor or the instructor's department of his/her intention to continue as a class member may be required, by the instructor, to drop the course. The student is responsible for processing all paperwork to officially drop this or any course. Please consult section "Changes in Course Elections" for procedures on how to drop courses.

**Changes in Course Elections: Adding, Dropping, and Withdrawing**

Changes in course elections include 1) dropping a course, 2) adding a course, 3) substituting another course for one already elected, 4) withdrawing (discontinuing) all courses. Students enrolled in the ALL* academic units will process their drop/add slips and withdrawal forms, with appropriate signatures, ONLINE at the Office of the Registrar. Individuals should also consult “Change of Fees and Refunds” in this Announcement. Students should consult the Schedule of Classes for the term of registration to learn the deadline dates for these changes.

**Adding a Course**

A student may add courses during the first two weeks of a full term or the first week of a half term or mini-term via Web or at the Office of the Registrar. No signatures are required to add open courses. Forms for the purpose of adding a course that is filled may be picked up from the unit office in which the student is enrolled or the Office of the Registrar and must be returned to the Office of the Registrar. Any exceptions for adding courses must
be approved by the Dean (or his or her designee) of the unit in which the student is enrolled.

**Dropping a Course**

A student may drop courses during the first two weeks of a full term or the first week of a half term or mini-term without the signature(s) of the instructor(s) involved except in the College of Engineering and Computer Science and the School of Management. Students in the College of Engineering and Computer Science must have their advisor's signature. Students in the School of Management must have the signature(s) of the instructor(s) involved. Students may drop via Web or at the Office of the Registrar.

Courses may be dropped during the third through the ninth week of classes in a full term, and during the second through the fourth week of classes in a half term, with the approval and signature(s) of the instructor(s) involved except in the College of Engineering and Computer Science. Students in the College of Engineering and Computer Science must also have the signature of their advisor. Forms for the purpose of dropping a course may be picked up from the unit office in which the student is enrolled or the Office of the Registrar and must be returned to the Office of the Registrar. The effective date of the drop is the date the drop form is received and signed in the Office of the Registrar. Approval to drop courses under circumstances other than stated above will require the approval of the Academic Standards Committee of the unit in which the student is enrolled.

**Withdrawning from Courses**

A student may discontinue all of his/her courses (for the term) through the last day of classes (for the term) by withdrawing from the term. This process is initiated at the unit office or the Office of the Registrar (1169 University Center). The completed form must be presented to the Office of the Registrar for processing along with the I.D. card. The effective date of the withdrawal is the date the withdrawal form is received and signed in the Office of the Registrar.

If a student drops a course or withdraws entirely during the first two weeks of classes in a full term or the first week of classes in a half term or mini-term, no academic record of the student's brief enrollment will be recorded. Beyond these deadlines, the grade of W will appear on the transcript. A student enrolled in the College of Engineering and Computer Science must have the signature of the unit recorder from the first day of classes to the last day of classes.

Permission to withdraw under circumstances other than stated above will require the approval of the Academic Standards Committee of the unit in which the student is enrolled.

**Grading System**

The method of grading graduate students is the letter grade system (A, B, C, D, E). Courses in which grades of D or E are earned cannot be used in fulfillment of degree requirements.

Grades of + and - may be given to graduate students whenever such fineness of discrimination is possible. These letter grades are translated into honor points for each hour of credit in a course as follows:

- A+ = 9
- A = 8
- A- = 7
- B+ = 6
- B = 5
- B- = 4
- C+ = 3
- C = 2
- C- = 1
- D and E = 0

The honor points earned for a course are calculated by multiplying the number of credit hours for which the course was elected by the number of honor points earned on the above grading scale (e.g., if a grade of B+ is earned for a 3 credit hour course, the total number of honor points for the course is 3 credit hours times 6, or 18 honor points).

Additional symbols used in the grade reporting system are: F, failed (pass/fail option election); I, incomplete; NR, grade not reported; P, passed (pass/fail option election); S, satisfactory (courses graded S/E only); NC, No Credit; VI, audit; UE, unearned fail (for student who never attended, or stopped attending and did not officially drop); W, withdrawal; X, absent from final examination; Y, indicates the course extends beyond the term.

For more information, refer to the individual unit section in this Announcement.

**Change of Grades**

The grade that an instructor records on the final grade sheet and which appears on the student's subsequent transcript is assumed to be final; that is, the instructor's official evaluation of all of a student's performance and work completed by the official end of the term (the last day of the final examination week).

Recognizing that mistakes can be made, UM-D permits a student to ask an instructor for a review of a grade within the four-month period immediately following the end of the term involved. After a four-month period has passed, reviews cannot be initiated and grades cannot be changed. Such a review is entirely separate and distinct from the circumstances involving an I (Incomplete), X (for a missed final examination) or a Y (used only in a few special kinds of courses).

**Incomplete Coursework**

A student whose coursework for the term (other than final examination) is incomplete in a minor way may, upon completion and approval of the I Contract Form, be granted the privilege of completing the work within a five-week period for the College of Engineering and Computer Science or the School of Management, and a four-month period for the College of Arts, Sciences, and Letters and School of Education beginning on the first day of classes of the immediately following term. If granted this privilege, a grade of I will be recorded. Failure to complete the required work within the specified time, or the denial of this privilege by the instructor, will result in a grade of E for the final grade. In extenuating circumstances an extension beyond the stated period may be requested by means of a petition that has been endorsed by the instructor and approved by the Academic Standards Committee. However, such arrangements for completing the work must be made within the above stipulated time period. Failure to complete the required work within the specified time will result in a grade I being automatically treated as an IE and counted in the student's grade point average. The I remains on the transcript even after the official final grade is assigned.

**Final Transcripts**

Once the final transcript has been prepared and the diploma accepted by the student, his/her academic file is closed, and no changes can be made in it for any reason.
Students wishing more detailed information about final grades should make that request in the office of their instructional unit.

Credit by Examination

UM-D will acknowledge proficiencies gained by students outside the bounds of traditional courses if such proficiency is certified by recognized examinations. The School of Management provides an opportunity for its graduate students to demonstrate proficiency by examination. Students in the Master of Business Administration program may earn up to six hours of credit in required hours. For information and instructions, contact the School of Management, 19000 Hubbard Drive, Fairlane Center South, Dearborn, MI 48126-2638, telephone 313-593-5460.

Enrollment Certification

The following scale is used when verifying graduate enrollment status at UM-D:
- Full-Time Student: 8 or more hours
- Three-Quarter Time: 6 to 7 hours
- Half-Time Student: 4 to 5 hours
- Part-Time Student: 3 or fewer hours

Requests for Transcripts

Requests for copies of UM-D transcripts should be made at the Office of the Registration and Records or via letter by writing the University of Michigan-Dearborn, Transcripts, 1169 University Center, 4901 Evergreen Road, Dearborn, Michigan 48128-1491. Requests may also be faxed to 313-593-5697. For information on how to order transcripts, please call 313-583-6500.

A transcript order is a request for the student's complete UM-D record. If the student indicates that he/she has also taken work outside the bounds of traditional courses if such proficiency is certified by recognized examinations, a new UM-D record. If the student indicates that he/she has also taken work outside the university, the Office of the Registrar will forward the order to the appropriate offices that will send copies to the address indicated on the order. There is no charge for transcripts. Generally, up to five (5) working days are allowed for processing a UM-D transcript. Certain circumstances may necessitate an extended processing time.

Graduation, Application for Diploma

Each candidate for a degree must file an Application for Diploma in the student's unit office at the beginning of the term in which the student expects to complete the requirements for degree. The Schedule of Classes should be consulted for specific deadlines. Applications will not be accepted after the published deadlines. If an application for a diploma was filed for a previous graduation period in which the student did not graduate, a new application is necessary. Degrees are granted at the end of the fall, winter, and summer terms, even though commencement exercises are held only in April/May and December.

Veterans Affairs

All students who are eligible for, and elect to receive, education and training benefits while attending the University of Michigan-Dearborn, may address inquiries for information to the Veterans Affairs Certification Coordinator, 1169 University Center, Dearborn, Michigan 48128-1491.

For information regarding the standards of academic performance and academic conduct, the grading system, and readmission, refer to the individual unit section for policies.

The UM-Dearborn Veterans Certification Coordinator will notify the Veterans Administration when:
1) a student fails to come off probation at the end of two semesters;
2) there is any change in student elections, or
3) enrollment is discontinued.

It is the responsibility of the student to notify the Office of the Registrar each semester of eligibility and inform the UM-Dearborn liaison of any changes that may affect benefits.

Academic Standing

(School of Management and non-Rackham program students should refer to the individual unit section in this Announcement.)

To maintain satisfactory academic standing, a student must have a minimum cumulative graduate grade point average (GPA) of B (5.0) for all graduate courses taken for credit and applied toward the degree program in which the student is enrolled.

A student whose cumulative grade point average falls below a B (5.0) in a given term or half term will be placed on probation for the following term or half term, or may be denied permission to re-register. A student whose cumulative grade point average falls below a B average for two successive terms or half terms may, upon the recommendation of his or her graduate chair and the consent of the Graduate School, be granted a final opportunity to correct the scholastic and/or academic deficiency. A student whose cumulative grade point average falls below a B average for three successive terms or half terms may not be permitted to enroll again, and may be required to withdraw from the University.

In addition to the minimum cumulative standards, degree programs may require that students achieve certain minimum grades in the overall program of study and/or in particular courses. A student who is not making satisfactory progress in his or her program, or who has failed to demonstrate an ability to succeed in his or her plan of studies, may be required to withdraw from the University.

A student whose cumulative grade point average is below a B (5.0) cannot be recommended for a degree or certificate, and may be limited in the transfer of credit hours.

Modification of the Conditions of Academic Standing or Discipline

University actions, in response to a student's academic deficiencies, that result in 1) admitting a student on probationary status, 2) placing a continuing student on probation, 3) requiring a student to withdraw from the University, or 4) not recommending a student for a degree or certificate are "conditions of academic standing or discipline" and affect the student's academic status. Under certain special circumstances the actions described above may be waived, by petition, to modify the conditions of academic standing or discipline as follows:

1) If a student who was not in good academic standing when last enrolled in the Graduate School wishes to be readmitted, or change field or degree level, he or she must petition the department or program and the Graduate School for modification of the conditions of academic standing or discipline. The petition should provide the reasons for previous poor performance, explain how those conditions have changed, and present specific
plans for future study. The petition must be approved by the department or program and the Graduate School before modification of academic standing or discipline can be granted. Under such circumstances, approval of modification of academic standing or discipline is granted only in the most exceptional cases.

For additional information, please refer to the individual unit section in this Announcement.

**Satisfactory Academic Progress**

The UM-D's satisfactory academic progress policy establishes standards of progress toward a degree. Recipients of Title IV funds must achieve and maintain these standards of progress in order to continue to receive funding from the Office of Financial Aid. These standards are consistent with University goals and philosophies, satisfy federal and state regulations, and at the same time are sensitive to the needs of all students. These standards are also imposed on all programs supported by the UM-D's General Fund and awarded through the Office of Financial Aid.

The standards of academic progress measure a student’s academic program both qualitatively and quantitatively. The qualitative measure assesses the student’s cumulative grade point average (GPA). Federal law specifies that students must, in general, have a B (5.0) graduate cumulative average or its equivalent or have an academic standing consistent with the requirements for graduation in their program of study. The UM-D generally requires a minimum of 5.0 graduate cumulative GPA for graduation (however, since the minimum GPA requirement varies from program to program, please consult the academic unit advisors for program-specific requirements).

Grade point average alone is not a sufficient measure of progress. To accurately measure a student’s progress in a program of study, standards of academic progress must use a quantitative measure as well as a qualitative measure. To quantify academic progress, education institution must set a maximum timeframe in which a student is expected to finish the program. To ensure quantitative progress at the University, students are expected to complete a minimum of 67% of all attempted courses annually. Students fulfilling this minimum requirement are not required to attend full time in order to achieve satisfactory academic progress or receive financial aid (however, a student must be enrolled at least four credit hours for graduate students, to qualify for financial aid disbursements). Academic records are reviewed at least annually to assess academic progress and may include terms when financial aid was not received. Students who are terminated from receiving financial aid may appeal the decision to the Director of Financial Aid. For additional information, please request a copy of the brochure *Standards of Satisfactory Academic Progress* from the Office of Financial Aid.

**Maintaining Good Standing**

All academic units are expected to review the student's academic progress at the end of each term. If a student does not meet the unit's written standards, the student will not be allowed to register. However, the strict use of a 5.0 grade point average (GPA) as the sole criterion may not be appropriate in all situations, since certain cases may require that other criteria be used.

**Student Support Services**

**Affirmative Action Coordinator**

The Affirmative Action Coordinator helps to ensure that the campus promotes equal opportunity for all students, faculty and staff, including racial, ethnic and religious minorities, women, the handicapped, the elderly, Vietnam-era veterans, and gays and lesbians. The Coordinator oversees compliance with Regental by-laws, Presidential policy and legislation regarding nondiscrimination/equal opportunity/affirmative action and provides information and pre-grievance counseling to faculty, staff, and students with questions or complaints. The office of the Coordinator is located in 1050 Administration Building, telephone 313-593-5190.

**Ombudsman**

The Ombudsman is UM-D's central resource for providing students with personal, confidential and non-biased assistance in addressing any concerns they may have regarding their rights and responsibilities as members of the campus community. Ombuds assistance is most often used by students when they believe they have been treated unjustly, or when they have been unable to resolve their concerns through other campus resources, or even when they are just feeling frustrated by institutional red tape. Some of the issues for which students seek Ombuds assistance are concerns about student rights, UM-D services and instruction, disciplinary action, petitioning procedures, professional behavior, grading procedures, and enrollment status.

If you have a concern you would like to discuss, your meeting with the Ombudsman will include the following: you will be listened to, the merits of your concern will be discussed, some action-options will be identified and guidance will be given to help you pursue resolution. The information you present will be treated with confidentiality and only those actions to which you have agreed will be taken.

**Counseling and Support Services**

The mission of Counseling and Support Services (C&SS) is to resolve barriers to the learning process and serve as a vital link in the UM-D “safety net”. CSS services advance the academic mission of the University by enhancing personal development, problem solving, and communication. Counseling and Support Services is located in 2157 University Center, telephone 313-593-5430.

**Personal Counseling**

C&SS provides short-term therapy (up to 12 sessions per academic year) to all registered UM-D students. There is no fee for counseling. Counseling is provided by licensed psychologists. Note: C&SS does not prescribe medication. Counseling begins with an assessment of the individual’s concerns and leads to a recommendation which may include individual, couples or group counseling, or referral to a specialist.

**Scheduling an Appointment**
Telephone or stop by the C&SS Office at 2157 University Center 313-593-5430. The first step in arranging an appointment will be to complete a questionnaire, and then an appointment will be scheduled. Please inform the receptionist if your concern is urgent.

Confidentiality

Use of counseling and personal information shared with C&SS counselors is confidential in accordance with Michigan Privileged Communication Statutes. There are limits or exceptions identified in these statues. No information is released without a client’s written permission and no information is entered into a student’s college record.

Consultation Services

Consultation Services include faculty and staff support in assisting students in distress, career assessment services and substance use assessment.

Career Assessment Services

This service is for students who are undecided or who want to change their majors and/or career plans and would like some assistance. After an initial interview, a series of personality and career tests may be used to provide students with feedback on work an career preferences that match their interests, values, and personality type.

Outreach Programs

These programs emphasize personal development topics. Many are designed to respond to the diversity among students and reach students who are less likely to make use of traditional counseling services. To request a program, contact the C&SS Office at 313-593-5430 or email at: counseling@umich.edu.

Training/Internship Program

Currently, the C&SS training program (clinical or counseling psychology and community counseling) is only available to graduate students. Please contact the Director, for more information.

Disability Resource Services (DRS)

C&SS offers aid to differently-abled individuals seeking the opportunity for further learning. Some of the services provided, as deemed appropriate after departmental review, are: 1) early registration; 2) course/classroom accommodations; 3) tutorial referral and mentoring services; 4) assistance while using the Computer Center; 5) note-taking; and 6) referral for auxiliary services such as interpreters for the deaf and the taping of texts for the blind. DRS staff train students to use the Adaptive Equipment Lab in the Mardigian Library. Please contact C&SS about any questions.

Student Health Insurance

A student group health insurance policy is available to any enrolled student. Information and application forms are available at C&SS. It is recommended that all students have health insurance coverage. All international students are required to have such coverage. Students applying for financial aid should be aware that the cost of health insurance could be included as a budget expense.

Housing and Medical Referral Service

Listings are provided and a telephone is made available to call local landlords. The Housing Coordinator provides individual assistance in locating housing in the area. For further information, contact C&SS. Medical Referral Service is also available to students. Students are referred to the Henry Ford-Fairlane facility for low-cost medical service.

Career Services

Career Services provides a range of services to assist graduate students and alumni in their career development. Students are encouraged to schedule a career counseling appointment to discuss career plans.

Overall services offered include assistance with job search preparation, such as: individualized career counseling, 48-hour critique service for job search correspondence, workshops, a career resource library, a computerized career guidance system, Get-A-Job Employment Guide, video mock interview sessions and employer literature/videos.

Career Services has programs and events to assist in the job search process. Career Day is held annually on campus to link employers with graduates and alumni. There are additional career fairs, throughout the academic year, which are promoted and coordinated by Career Services. On-Campus Recruiting provides opportunities to interview with recruiters from a variety of employers. Employer Information Sessions allow for a comprehensive overview of the employment opportunities, the application process and the corporate culture of individual companies. The Direct Referral program provides employers, upon request, with resumes of students and alumni. Full-time job listings are available in the office.

Career Services is located in 2149 University Center, telephone 313-593-5020.

International Office

The International Office provides the following services to students, scholars, and visiting professors:

- Pre-admissions assistance
- Pre-arrival assistance
- Issuance of DS-2019 or I-20
- Referral for housing and transportation needs
- Registration
- Cross-cultural and adjustment counseling and workshops
- Personal counseling referral
- Compliance advising
- Assistance in understanding federal laws and regulations regarding temporary visa holders
- Liaison with university services
- Advising for international student including employment and travel
- Referrals to community services and resources
- Assistance with emergency situations for international students
- Providing accurate and timely information in the government database (SEVIS) to maintain university compliance
- Maintain files as dictated by BCIS.

In addition, the International Office also provides service in Veteran’s Affairs and non-traditional program support services.
Women's Resource Center

The Women's Resource Center, located in 2174 University Center, provides a lounge area for study, socializing and small meetings. Information about many of the programs and resources available in the Detroit metropolitan area can also be obtained here. The Center has an informative lending library of books, journals and articles and Fact Sheets on issues of interest to women.

The Center sponsors a variety of workshops, speakers and programs and provides support to student organizations that help women. Educational and career counseling, social services and help in organizing special interest groups are offered both directly and through referral. For more information about these services and programs, contact the Women's Resource Center, 313-593-3263 or visit http://www.umd.umich.edu/womenscenter/.

Mentoring

The student mentoring network provides peer support to students who would like to meet a fellow student already familiar with the campus. This program has proven especially beneficial to nontraditional students making the transition back to academia and to international students acclimating to a new culture.

General Campus Services

Bookstore

Located in the University Center, the Barnes & Noble Bookstore has a complete line of textbooks, trade and reference books, periodicals (newspapers, magazines), and hardcover and paperback books (including best sellers). The store also maintains a complete line of supplies and study aids as well as UM and UM-D souvenirs and sportswear. American Express, Discover, MasterCard and VISA are accepted. Normal bookstore hours: 8:30 a.m. to 6:30 p.m. (Monday-Tuesday); 8:30 a.m. to 6:00 p.m. (Wednesday-Thursday); 8:30 a.m. to 4:00 p.m. on Friday.

NOTE: Special hours are in effect at the start of each semester and during term breaks and holiday periods.

For additional information, telephone 313-593-5551 or visit the website at http://umd.bkstore.com.

Campus Safety and Security

The Campus Safety and Security Department, located in the Campus Support Services building, provides 24-hour emergency, safety and security services. Services offered include: crime prevention, emergency assistance, health/safety/crime reporting, escort service, patrol of buildings, grounds and parking lots, and administration of the Lost & Found Program, Occupational Safety and Environmental Health Programs and Services, Fire Prevention and Safety Programs.

For immediate response to any campus emergency, DIAL 911. There are 47 direct-dial emergency phones strategically placed around campus at the flagpoles, in the parking lots, and in each of the buildings. There are three phones in Fairlane Center South (near the information desk and two in the middle of the building). For emergency medical assistance, DIAL 911. Transportation from campus to Henry Ford Hospital-Fairlane for minor injuries may be provided.

For additional information telephone 313-593-5333.

Copy Center

UM-D operates a Copy Center in the University Center that provides walk-in copy services (copying, laminating, plastic binding, resume printing, and paper purchase) for students. A variety of special paper stock, envelopes and report covers are available. Depending upon the size of the job, a customer may wait for the order to be filled or pick it up later. The Copy Center also provides computer access for printing color documents from 3.5" floppy disks or full-color photocopying. A fax service is also available. Hours of operation: 8:00 am - 5:00 p.m. Monday-Thursday and 8:00 am - 4:30 p.m. Friday. For additional information, telephone 313-593-5576.

Facsimile Service

Fax service is available in the Copy Center in the University Center. For a nominal charge, all faculty, staff and students may send and/or receive fax messages. The fax number is 313-593-5604. For additional information, telephone 313-593-5576.

Food Service

Food Court

The University Center features a variety of fast food services including: Bene Pizzeria (offering pizza), Express (sandwiches, sushi and salads), Grille Works (burgers, fries and hot sandwiches), Java City (hot beverages), Subway (hot and cold sandwiches), and tmmy.ymmys. (desserts). Current information on food services and hours can be obtained by consulting http://www.umd.umich.edu/universitycenter/.

Dining

The Pool restaurant, located in the Henry Ford Estate, serves moderately priced luncheons featuring homemade soups, quiche, a variety of hot and cold sandwiches, and daily specials. It is open Monday through Friday, from 11:00 a.m. to 2:00 p.m. Students, faculty, staff and the general public are welcome. For reservations and other information call 313-436-9196.

Refreshments

Vending machines provide snacks in various locations throughout the campus.

Information Technology Services

General Purpose Labs: 1140 CW 313-593-5073 and 1070 ML (Campus dialing only: x54992)

Help Desk: 313-593-HELP (4357) or helpdesk@umd.umich.edu

Internet Address: http://www.its.umd.umich.edu

Information Technology Services supports the computing needs of faculty, staff, and students. The department has responsibility for: 1) the campus network including Internet
access; 2) the Banner student information system; 3) computer access accounts and passwords; 4) Help Desk support; and 5) computer labs in the CW and Library.
Facilities

The primary academic computing support facilities are two general purpose computer labs located in the Computing Wing (CW) of the Science Building and in the Mardigian Library (ML). Together, they contain over 150 PC’s running Windows 2000 that are available for use by any UM-D student. Adjacent to the Library Lab is the Adaptive Learning Lab, with comparable equipment. In addition to the standard software products, it runs a voice synthesis package that allows visually impaired students to run standard application programs on the computer. Additional departmental computer labs are also operated by individual schools and colleges across campus.

Software

ITS offers a wide variety of software in the labs it supports, including Internet browsers, databases, word processing, spreadsheets, statistical and graphical packages. Specialized software is available, including Visual Studio, SPSS, SAS, ChemSketch, Minitab, and Mathematica. The lab also provides instructional software required by faculty for some classes.

In addition, a licensing agreement with Microsoft provides students with excellent discounts on some of their products. Sales are held every Friday in the Computing Wing, where individuals can purchase MS Windows XP and 2000, Office XP and 2000, Front Page 2002 and Visual Studio.

Computer Accounts

The ITS Accounts Office assigns user ID’s and passwords for all university network systems. Requests for several types of computer access are processed, and assistance with questions and problems regarding logins is provided. These include Uniqnames, Kerberos and LDAP passwords, Novell access, Unix access and dial-in accounts. The Accounts Office can also provide information on UM-D’s email and webmail services, which allows individuals to access mail from off campus. ITS administers the primary campus web server and provides space to students for personal web pages.

Assistance and Services

The ITS Help Desk is the primary point of contact for support. Please call or email the Help Desk when assistance, service, documentation and information regarding the campus network, hardware and services is needed. Many questions can be answered immediately on the phone. An automated ticket system is also used to keep track of each request that is received and the service that is provided. Both general purpose computer labs are staffed with student assistants who can provide answers to most questions or refer you to someone who can.

WWW - Internet Addresses

The following UM-D Internet addresses may be of interest to you. Please contact the ITS Help Desk at 313-593-HELP if you need assistance accessing the Internet.

University of Michigan-Dearborn:
http://www.umd.umich.edu
College of Arts, Sciences, and Letters
http://www.umd.umich.edu/dept/acad/easal/
College of Engineering and Computer Science:
http://www.umd.umich.edu/dept/acad/engin/
School of Education:

http://www.umd.umich.edu/dept/acad/soe/
School of Management
http://www.umd.umich.edu/dept/acad/som/

Hours

During the Fall and Winter semesters, the computing labs normally follow the schedule below. Holiday hours and other hour changes are posted on the ITS web site and in the computer labs. CW Lab hours are 8:00 am until 11:45 p.m., Monday through Thursday; 8:00 am to 7:45 p.m. on Friday; 10:00 am until 5:45 p.m. on Saturday; and 12:00 noon until 11:45 on Sunday. ML Lab hours are 9:00 am until 10:45 p.m., Monday through Thursday; 9:00 am to 7:45 p.m. on Friday; 10:00 am until 4:45 p.m. on Saturday; and 1:00 p.m. until 10:45 p.m. on Sunday.

Mardigian Library

The Mardigian Library houses approximately 350,000 books and bound journals and provides approximately 1,200 study spaces. The library’s web site (http://library.umd.umich.edu) provides access to the library’s online public access catalog (WIZARD), to electronic indexes, journals and reference sources and to the library’s interlibrary loan service. WIZARD provides direct access to all holdings of the Mardigian Library. Sixteen public workstations located in the Library Research Center on the Library’s main floor provide access to WIZARD and to online research databases and electronic journals. Most of these resources are also accessible from off campus. The library subscribes to approximately 1,000 print journals and over 100 online research databases and provides online access to the full text of approximately 15,000 journal titles. The library offers extensive interlibrary loan service for graduate students.

Direct online access to all holdings of the Mardigian Library and to the holdings of UM-Ann Arbor campus libraries is available. Students may obtain UM-Ann Arbor University Library materials through the Library’s Circulation Services Department. Copies of articles from journals housed in the UM Ann Arbor University Library may be obtained for a minimal cost recovery fee. Currently enrolled UM-D graduate students are eligible to borrow materials directly from UM-Ann Arbor, Wayne State University and Michigan State University libraries.

The library houses a distance learning classroom, a computer lab, a video and audio production studio, and a computer classroom. The building is open to the public 95 hours per week during the Fall and Winter terms. Scheduled hours are posted on the library’s web site and may be obtained by telephoning 313-593-5400.

Media Services

The Mardigian Library's TV Studio provides a variety of media services to support instruction and/or research. These services include studio and remote video production, video editing, audio production, graphics design, and equipment repair. The TV Studio also provides media production facilities and services for student projects. Production services that support course assignments are provided without charge to students. Production support for work that is not related to instruction may be provided for a fee. Costs vary depending on the nature of the production. All service requests should be made 24 hours in advance. Major productions require production proposals. Please call 313-593-5150 for more details.

The library operates a small media lab on the main floor of the library where students may review audiotapes and videotapes,
Recreation and Athletics

Recreation and Athletics offers instruction, participation, and three levels of competition in a variety of sports and dance. Participants can learn new skills or improve current levels of skill in tennis, fencing, volleyball, ice skating, Tai Chi, Tae Kwon Do, swimming, and jazz, modern, and social dance. Classes in aquatic fitness, dance exercise (aerobics), weight training, fitness/conditioning and weight reduction are designed to enhance physical fitness.

Open recreation time is scheduled in the Fieldhouse/ Arena for students, faculty and staff. The schedule is posted weekly and information can be obtained by calling the Assistant Director.

UM-D athletes participate in men's and women's basketball and women's volleyball and are affiliated with the National Association of Intercollegiate Athletics (NAIA) Great Lakes Region. Admission to games is free with a student ID card.

The recreational sports program provides opportunities to compete in club sports and intramural leagues and to participate in a variety of special events, "pick-up" games, seminars, and other related activities. The club sport program sponsors teams in golf, fencing, soccer, cross-country running and ice hockey that compete against other college/university or local clubs and teams. Intramural competition includes flag football, co-ed volleyball, tennis, broomball, wallyball, basketball and ice hockey. Special events include the annual Turkey Trot, Family Day, Open House, National Fitness Day and the Flag Football Commuter Bowl. Instruction is given in a variety of activities such as yoga, walking, ski conditioning, SCUBA and officiating.

The athletic complex is located at the south end of the campus. The gymnasia floor can accommodate eight volleyball or five tennis matches or three basketball games. A 220-yard oval running area is marked on the perimeter of the floor. The ice arena has a seating capacity of 1,250 and is the home for the club and intramural teams, recreational skating, drop-in hockey and physical education classes. The swimming classes are taught at the Greenfield Village Education Center.

The outdoor facilities consist of two tennis courts and a low ropes course that is used for Operation Adventure activities.

Other facilities in the Fieldhouse/Arena include a weight room equipped with free weights, a 14-station variable resistance machine, exercycles, rowing machine and a treadmill, a classroom, a conference room, administrative offices, concession stand and locker rooms. Hours of operation, schedule of activities, team tryouts and other information can be obtained by calling 313-593-5540 or going to the Fieldhouse/Arena.

Internships or other student work experiences are available in sports information, exercise leadership, athletic training, coaching, officiating, marketing, communication, team manager/statistician and administration.

Football Ticket Distribution Policy

Season tickets to the University of Michigan-Ann Arbor football games are sold by the Ticket Office of the Ann Arbor campus Department of Athletics. UM-D students are handled by the Ticket Office on the Ann Arbor campus.

A student ticket information flyer outlining procedures to purchase tickets is mailed in March to students enrolled during Winter term. The deadline for purchase is mid-April. For more information, contact the ticket office at 734-764-0247.

Student Information

Student Records and Student Rights

In carrying out their assigned responsibilities, many offices at the University of Michigan collect and maintain information about students. Although these records belong to the University, both University policy and federal law accord you a number of rights concerning these records. The following is designed to inform you concerning where records about you may be kept and maintained, what kinds of information are in those records, the conditions under which you or anyone else may have access to information in those records, and what action to take if you believe that the information in your record is inaccurate or that your rights have been compromised.

Because the University does not maintain all student records in one location, this document contains general information related to student records. By direction of the Regents, however, each office that maintains student records is required to develop a written statement of its policies and procedures for handling those records. For more information about FERPA, visit the University of Michigan Office of the General Counsel's web page at www.umich.edu/~vpge/faq_student.html.

Records Location

If you are in any school or college except Rackham, your dean's office or your academic advisor has information concerning your academic progress: admissions application, test scores, letters of recommendation, copy of academic record, notes (if any) made by academic counselors, information about honors awarded and/or academic discipline imposed, and similar items.

Only two offices have records on all students. The Registrar's Office maintains information pertaining to your enrollment (registration) and your official academic record. The Student Accounts Office maintains information about charges assessed and payments made to your account.

The other offices listed at the end of this document will usually have information about you only if you have had dealings with them or utilized their services.

Student Rights

Once you attend, you have the following rights concerning your student records:

1) The right to inspect and review all material in your file(s) except:
   a) Professional mental health treatment records to the extent necessary, in the judgment of the attending physician or professional counselor, to avoid detrimental effects to the mental health of the student or of others. These records may, however, be reviewed by a physician or other appropriate professional of your choice.
   b) Financial information furnished by your parents in support of an application for financial aid.
   c) Confidential letters of recommendation that were placed in your file prior to January 1, 1975.
   d) Confidential letters of recommendation concerning admission, employment, or honorary recognition, for which you have waived access. (The University may not require you to sign a waiver in order to obtain services, but a person writing a recommendation may
c) Personal notes made by a faculty member or counselor that are accessible only to that person and are not shared with others.

d) Materials in any admissions files, until you have been admitted to, and have attended in the U-M school or college for which the materials were submitted.

Most offices will require you to file a written request if you wish to review your records. Sometimes the response will be immediate, but in most instances you should expect to wait several days; in no case, however, may the response be delayed more than 45 days from the date of your request. Also, once you have submitted such a request, no non-exempt material may be removed from the file in question until the matter is resolved.

NOTE: Federal law requires that an institution make copies of materials available to a student only if the failure to do so effectively prevents the student from reviewing his or her file (for example, if you were at some distance from the campus and could not readily come to the campus). Most offices at the University, however, will provide copies if you need them. You will probably have to wait several days for the copies and you will be charged not more than fifteen cents per page plus any postage involved. In certain instances, you may be directed to obtain copies from the office responsible for maintaining a particular record. For example, most offices will not copy transcripts (whether from U-M or another institution you have attended) that are in their files; rather, you will be advised to obtain them directly from the Office of the Registrar here or at your former school.

2) The right to a hearing if you feel that (a) you have been improperly denied access to your records, (b) your records contain information that is inaccurate or misleading, or (c) information from your records has been improperly released to third parties. Each record-keeping office has a procedure for this purpose. The use of that procedure will result in one of the following:

   a) If the head of the office involved agrees with your contention, he or she will see to it that the necessary corrective action is taken.

   b) If the head of the office does not agree with your contention, you may request a hearing by a hearing panel or hearing officer designated by the unit's procedures.

   c) If the decision of the hearing panel or hearing officer agrees with you, the necessary corrective action will be taken.

   d) If the decision disagrees with you, you have the right to submit an explanatory statement, which must be included as a permanent part of your record.

3) The right in most instances to control access to information in your records by persons or agencies outside the University. Within the University, information from your records will be made available to those staff members who demonstrate a legitimate educational interest consistent with their official functions for the University and consistent with normal professional and legal practices.

   a) Except for directory information (see d below), however, persons outside the University - including your parents and/or spouse - will be given information from your records only (1) when you authorize it in writing, or (2) in connection with your application for or receipt of financial aid, or (3) in connection with studies conducted for the purpose of accreditation, development and validation of predictive tests, administration of student aid programs, or improvement of instruction, or (4) when disclosure is required in a health or safety emergency or by federal or state law or by subpoena. If information from your record is subpoenaed, you will be notified as quickly as possible. In addition, the results of a disciplinary hearing conducted by the institution against the alleged perpetrator of a crime of violence will be made available to the alleged victim of that crime.

   b) Each office is required to keep a record of all requests for non-directory information from your records made by persons outside the University, and to make that record available for you to examine.

   c) Federal law requires that the University designate what it regards as directory information and which may, therefore, be released to those outside the University without specific authorization. The law also requires that each currently enrolled student be given the opportunity to direct that items designated as directory information not be released without his or her consent.

   d) The University of Michigan-Dearborn has designated the following items as directory information: (1) name, (2) permanent and local address and telephone, (3) U-M school or college, (4) class level, (5) major field, (6) dates of attendance at the University of Michigan, (7) degree received and date awarded, (8) honors and awards received, (9) participation in recognized activities, (10) previous school(s) attended, and (11) height and weight of members of intercollegiate athletic teams.

   e) You have the right to direct that directory information about you not be released, however, you should carefully consider the consequences of that action before making the decision to do so. Information is not withheld selectively. If you choose to have directory information withheld, it is withheld from everybody who inquires.

   f) If you wish the University not to release those items designated as directory information, you must file a written request to that effect with the Registrar's Office not later than ten (10) days from the beginning of the term for which the restriction is to begin. If you elect to have the University not release this information, all items designated as directory information will be withheld.

4) The right to file a complaint to federal officials if you feel that there has been a violation of the rights afforded you under the Family Educational Rights and Privacy Act of 1974. The complaint must be submitted in writing within 180 days of the alleged violation to:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, D.C. 20202-4605
   Telephone (202) 260-3887
   TDD (800) 877-8339

   Questions about the policies and procedures of any unit should be directed to the head of that unit. Questions about the University's "Policies on Student Records" or about the Family Educational Rights and Privacy Act of 1974 should be directed to:

   Vice-Chancellor for Student Affairs
1060 Administration Building
Telephone (313) 593-5151

**Student Records Location**

| Academic Support and Outreach Services | 2136 UC |
| Admissions                          | 1145 UC |
| Alumni Society                      | 1040 AB |
| Athletics                           | FH/A   |
| College of Arts Sciences and Letters| 1091 CA |
| College of Engineering and Computer Science | 2070 EC |
| Counseling and Support Services     | 1051/1061 CA |
| Financial Aid                       | 1183 UC |
| Honors Program                      | 2062 CA |
| Library                             | 1157 ML |
| Parking                             | CSS    |
| Personnel                           | 1020 AB |
| Placement                           | 1110 AB |
| Registration, Records and Student Certification | 1169 UC |
| Safety and Security                 | CSS    |
| School of Education                 | FCS    |
| School of Management                | FCS    |
| Student Accounts                    | 1187 UC |
| Student Affairs                     | 1060 AB |

**Student Activities**

The mission of the Student Activities Office (SAO) is to complement the academic program of studies at the UM-D and enhance the overall educational experience of students through development of, exposure to, and participation in diverse social, cultural, multicultural, intellectual, recreational, leadership, governance, group development and community service programs.

As a student advocacy office, SAO provides services and program that assist students in exploring themselves in depth, to achieve greater self-understanding, as well as an understanding of others.

The SAO, an active member of the National Association for Campus Activities (NACA), presents over 100 diverse events on the UM-D campus throughout the academic year during the day and evening. A contemporary Film Series is offered throughout the fall and winter semesters. Approximately 30 first-run films are shown. UM-D students, faculty and staff, as well as their guests, are admitted free of charge. The Distinguished Speaker Series is a program that brings speakers of national and local prominence to campus to discuss timely, controversial or popular issues of interest to the student body and offers thought-provoking discussion among the campus community. Many students take the opportunity to interact and listen to contemporary authors and poets read their literary works through the Visiting Writer Series. In addition, the SAO presents campus-wide picnics, comedy, novelty and cultural programs, and contemporary musical events.

Organizationally, SAO is responsible for the Student Activities Board (which plans and implements student programs), the Student Government, the Debate Team, the Michigan Journal (campus student newspaper), Lyceum (literary arts journal), Campus Video (student television productions), WUMD (student radio station) and over 80 full-status and ad hoc student organizations and clubs.

The SAO produces the following information publications: Student Handbook, the Student Organizations Accounting Policies and Procedures Manual, the Student Clubs and Organizations Information and Policy Manual, and the monthly Student Affairs Events Calendar.

The Student Activities Office is located at 2106 University Center, telephone 313-593-5390.

**Student Rights and Responsibilities**

The UM-D is composed of a diverse group of individuals and interests, drawn together by a common belief in the values of an education and appreciation for the significant contribution of our personal differences to that education and each other. Maintaining an environment that ensures harmony and a positive learning environment is a responsibility shared by all members of the campus community. The following information identifies behavior expectations in support of fulfilling these responsibilities and the means by which complaints may be resolved. Any member of the campus community who believes that a violation of any of these rights and responsibilities has occurred may obtain assistance in seeking redress from the Ombudsman or the Affirmative Action Coordinator.

For information regarding unit-specific policies and procedures, refer to the unit sections in this Announcement.

**Student Organizations**

**Policies For Student Organizations**

In an effort to coordinate the activities of all student organizations, policies were codified into a formal publication issued by Student Government, known as the Student Clubs and Organizations Information and Policies Manual.

The manual is a useful booklet which contains information on forming an organization, the renewing and revoking of organizational status, office allocations, organizational accounting, the allotting of day sales and evening events, university services, descriptions of recognized organizations, etc.

The Student Organizations Coordinator and the Student Government Director of Student Organizations can assist any student group interested in this area.

**Accounting Policies and Procedures**

The Student Activities Office (SAO) maintains and services the financial accounts for student organizations that have been recognized by the Student Government. Through this student service, SAO:

1) Ensures uniformity of accounting records.
2) Facilitates continuity between business officers and their successors.
3) Aids student organizations in keeping their activities on a sound financial basis.
4) Provides a means for recognized student organizations to use University facilities and services.

The SAO is prepared to offer staff consultation on matters of budgeting, detailed record keeping, and securing various University and outside vendor services and facilities. The information presented in the Student Organizations Accounting Policies and Procedures Manual is intended to assist the financial officers of organizations in conducting their duties and to inform them of the policies, procedures, and benefits associated with sound fiscal policy.
Statement of Student Rights and Code of Student Conduct

The following are excerpts from the "University of Michigan-Dearborn Statement of Rights and Code of Student Conduct." Complete copies of the Code are available in the Office of Student Affairs, 1060 Administration Building.

Section 1. Introduction

The primary purpose of the Statement of Student Rights and Code of Student Conduct is to assist the University of Michigan-Dearborn (hereinafter in this document called the University) in providing an environment that supports the educational process and well-being of the campus community. The responsibility for maintaining such an environment is shared by all members of the campus community.

Student rights and student conduct are defined in this Statement and Code in order to give general notice of conduct expectations, to identify sanctions which shall be imposed when misconduct occurs, and to ensure that students are treated with fundamental fairness and personal dignity. Disciplinary proceedings initiated in response to a charge of violation will be the responsibility of the Code Judicial System and will be undertaken according to the provisions and procedures articulated by the Code. The focus of inquiry in disciplinary proceedings will be on the question of guilt or innocence of those charged with violating the Code.

The Statement and Code is an articulation of the University's commitment to recognize and support the rights of its students and to provide a guide for defining behaviors the University considers inappropriate. It is not, however, meant to be an exhaustive list of all rights supported by the University or of all actions that may be considered misconduct.

Members of the University community are accountable to both civil authorities and to the University for acts that violate the law and this Code. Disciplinary action at the University will, normally, proceed during the pendency of external civil or criminal proceedings and will not be subject to challenge on the grounds that external civil or criminal charges involving the same incident are pending or have been invoked, dismissed, or reduced.

The discontinuance of enrollment of a student does not negate the jurisdiction of this Code, which shall remain applicable with respect to matters that arose when the person was a student. Adjudication of alleged violations of the Code by a University employee will be handled, via the Code Judicial System, by the appropriate University resources.

The UM-D Statement of Student Rights and Code of Student Conduct was written by students, faculty and staff of the University of Michigan-Dearborn.

Section 2. Student Rights

In recognition of students' rights and dignity as members of the University community, UM-D is committed to supporting the following principles and to protecting those rights guaranteed by the Constitution, the laws of the United States and the State of Michigan, and the policies adopted by the Board of Regents.

1) Students have the right to free inquiry, expression, and association.

2) Students have the right to editorial freedom in student publications and the student media.

3) Students have the right to representation on the appropriate, designated University decisionary bodies.

4) Students accused of misconduct or of violating University policy have the right to have their guilt or innocence determined in accord with University procedures.

5) Students have the right to protection against improper disclosure of their student record as provided for in the Family Educational Rights and Privacy Act.

6) Students have the right of access to their personal records and other University files as provided for under the Family Educational Rights and Privacy Act and the Michigan Freedom of Information Act.

7) Students have the right to access all policies, rules, and decisions concerning their continued enrollment, and to those course materials and facilities necessary to pursue their studies.

8) Students have the right to educational programs that meet the objectives of the discipline, to teaching consistent with those objectives, and to a learning environment that encourages the students' active participation.

9) Students have the right to be informed by the faculty at the beginning of each term about course requirements, evaluation procedures, and evaluation criteria to be used, and the right to expect that those criteria be employed.

10) Students have the right to take reasoned exception to the data or views offered in any course of study; they are, however, responsible for learning the content of any course of study for which they are enrolled.

11) Students have the right to be evaluated solely on relevant academic criteria and to have protection against prejudicial or capricious academic evaluation.

12) Students have the right to request and receive timely assessment of their academic work.

13) Students have the right to request and receive a reasoned, impartial, and timely review of their grades.

14) Students have the right of redress if their rights have been violated.

Section 3. Student Conduct

Students are expected to conduct themselves in a manner conducive to an environment of academic integrity and of respect for the educational process and the safety and well-being of all members of the campus community. The actions cited as prohibited conduct should be used as a guide rather than an exhaustive list of behaviors the University considers misconduct and subject to disciplinary action.

A. Prohibited Academic Conduct

The following actions shall be considered academic misconduct and be subject to disciplinary action:

1) Furnishing false information to the University pertaining to one's own or to others' academic work, activities, records or status or initiating, or causing to be initiated, any false report pertaining to one's own or to others' academic work, activities, records or status (Falsification of Records or Official Documents).

2) Possessing, using, or distributing and altering or destroying any materials or information for the purpose of dishonestly affecting one's own or others' academic work, grades or student status (Cheating).
3) Aiding or abetting another in obtaining, using or distributing any materials or information for the purpose of dishonestly affecting one's own or others' academic work, grades, or student status (Aiding and Abetting Dishonesty).

4) Submitting as one's own any work that, in part or whole, is not entirely one's own work without properly attributing it to its correct source (Plagiarism).

5) Presenting data that were not gathered, or are not accounted for, in accordance with the appropriate methods for collecting and generating data (Fabrication).

6) Interfering with the academic work or study of other members of the University community. This includes, but is not limited to, alteration, destruction, and denial of access to learning materials.

7) Failing to comply with additional specific criteria for academic conduct communicated by the instructor to his/her class regarding assignments, tests, and/or exams.

8) Violating, or aiding and abetting the violation of, any published University academic policy, regulation, or procedure.

9) Attempting to commit, or assisting another in attempting to commit, any act prohibited by Section 3.a. of this Code.

10) Violating the terms of any disciplinary sanction imposed in accordance with Section 3.c. of this Code.

B. Prohibited Non-Academic Conduct

The following actions shall be considered non-academic misconduct and be subject to disciplinary action.

1) Causing or threatening to cause harm to any person on University premises or at University-sponsored activities and events.

2) Hazing, i.e., action taken or situation created for the purpose of initiation of affiliation with any University organization or team, with or without the consent of the individual, which jeopardizes the physical or mental well-being of the individual. Hazing includes: physical injury, assault, or battery; kidnapping or imprisonment; forced consumption of any liquid or solid; mandatory personal servitude; interference with academic endeavors.

3) Interfering with normal University or University-sponsored activities. This includes but is not limited to studying, teaching, research, University administration, or campus safety, fire, police or emergency services.

4) Interfering with the freedom of expression or rights of individuals on the University premises or at University-sponsored activities.

5) Harassment, i.e., physical force or violence or behavior, including stalking, that involves a deliberate interference or a deliberate threat to interfere with an individual's personal safety, academic efforts, employment or participation in University-sponsored activities and causes the person to have a reasonable apprehension that such harm is about to occur. Students may not use threats concerning the terms or conditions of an individual's education, employment, housing, or participation in a University activity as a way to gain sex and/or sexual favors.

6) Furnishing false information to the University.

7) Failing to comply with directions of University officials, including campus safety, acting in performance of their duties.

8) Initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on University premises or at University-sponsored activities.

9) Theft of University property or funds or misuse of services on University premises; possession of stolen University property; possession of stolen property on University premises.

10) Destroying, or damaging, or misusing, or unauthorized use of any University funds, equipment, materials, or property including safety equipment and library materials; or such equipment or materials of others when on University premises.

11) Unauthorized use, possession, or storage of any weapon on University premises or at University-sponsored activities.

12) Unauthorized use or possession of fireworks or explosives on University premises or at University-sponsored activities.

13) Unauthorized use or possession or distribution of any controlled substance, alcoholic beverage, or illegal drug on University premises or at University-sponsored activities.

14) Violations of any published University policies, including those regarding affirmative action or procedures regulating entry and use of University facilities and properties, sales or consumption of alcoholic beverages, use of vehicles and sound equipment, use of telephone equipment or privileges, campus demonstrations, and use of identification cards.

15) Commission of any state or federal crime on University premises or at University-sponsored activities.

16) Violations of the terms of any disciplinary sanction imposed in accordance with Section 3.c. of this Code.

17) Attempt to commit any act prohibited by Section 3.b. of this Code.

C. Sanctions

The sanctions to be imposed should be commensurate with the offending conduct. Because education may be the most effective and appropriate means of addressing behavior that violates the standards of a university community, the University encourages fashioning sanctions to include an educational element that may help students understand their behavior in the context of the academic community. Although it is inappropriate for the University to try to change student's convictions, it is appropriate for the University to ask a student to change behavior. Sanctions should, therefore, be designed which may deter behaviors that harm, intimidate, harass, or threaten others.

Factors that may be considered in determining the nature of sanctions to be imposed for Code violation include the intent of the respondent, the effect of the conduct on the victim and the University community, presence or absence of violations of the Code on the part of the student, the presence or absence of past violations of the standards on the part of the student, and the appropriateness of sanctions such as community service.

Regrettably, some conduct is so harmful to members of the University community or deleterious to the educational process that more severe sanctions may be required. Severe sanctions, such as suspension or expulsion, should be imposed only when the offending behavior involves violent or dangerous acts, acts that disrupt the educational process and/or when there has been willful failure to comply with a lesser sanction. The Chair of the Conduct Board shall consult with the Dean of the School/College in which the student is enrolled before expulsion or suspension is imposed. The range of potential sanctions is as follows:

1) Suspension from Specific Course or Activity. The student is removed from a specific course or activity, or is moved to a different section of the course.
2) Class Attendance. The student enrolls in and completes a class that may help improve his/her understanding of why the conduct engaged in is inappropriate.

3) Community Service. The student performs an appropriate amount of service that is both beneficial to the community and likely to assist the student in understanding the harm caused by his or her conduct.

4) Disciplinary Reprimand. The student receives a formal reprimand for violating the standards of behavior and a warning that future violations may result in more severe disciplinary action. The student does not lose his/her University privileges.

5) Disciplinary Probation. During the probation period, the student may not represent the University in any way. This includes, but is not limited to, engaging in any extracurricular activity, running for or holding office in any student group or organization, and serving on any University committees. The appropriate University units shall be notified of the student's probationary status.

6) Suspension in Abeyance. The student remains enrolled. However, any violation of the conduct regulations during the period of Suspension in Abeyance will, after a determination of guilt, result in automatic suspension.

7) Suspension. The student is temporarily separated from the University for a specified period of time. Conditions may be stipulated for the readmission of a student. When a student is suspended during a term, he/she is not exempted from the payment of tuition for that term.

8) Expulsion. The student is permanently separated from the University. Penalty shall consist of the student being barred from the premises of the University. When a student is expelled during a term, he/she is not exempted from the payment of tuition for that term.

9) Restitution. The student makes payment to the University for damages incurred by the University as a result of his/her violation.

10) Other Disciplinary Actions. In addition to or in place of the above sanctions, the student may be subject to other penalties commensurate with the offending conduct. This may include but is not limited to degree and/or transcript actions, such as recession of a degree, withholding of course credit, loss of credit for an assignment/exam, assignment of additional work, loss of special privileges, behavioral counseling, or a behavioral contract.

11) Combined Sanctions. A combination of the sanctions described above may be imposed.

The sanctions imposed under these standards do not diminish or replace the penalties that may be invoked under generally applicable civil or criminal laws. Students are reminded that many violations of the standards, including harassment and other discriminatory behavior, may violate various local, state and federal laws and, therefore, also be subject to legal action.

 Judicial System

The UM-D judicial system shall provide a uniform, fair, and impartial process for the reporting, adjudicating, and resolving of alleged violations of the UM-D Statement of Student Rights and Code of Student Conduct. Complete information on the judicial system is available from the Ombudsman, 1060 Administration Building.

Posting and Handbill Distribution

The posting of any information or advertisement and distribution of handbills (fliers) on the UM-D campus is strictly prohibited. Offending parties may have their personal and/or organizational rights to distribute handbills (fliers) on campus revoked and/or may be rebilled for inordinate custodial or plant maintenance cost.

1) The Posting Approval Log must be completed and signed by a representative of the organization or person responsible for the posted material.

2) All posted literature must be approved and officially stamped with a removal date at the lower left- or right-hand corner by a staff member of the Student Activities Office (SAO). Approved literature may be posted for a maximum of thirty days. Extensions to the thirty-day maximum posting period may be granted by the SAO in extenuating circumstances.

3) The indiscriminate distribution (littering) of handbills (fliers) on the UM-D campus is strictly prohibited. Offending parties may have their personal and/or organizational rights to distribute handbills (fliers) on campus revoked and/or may be rebilled for inordinate custodial or plant maintenance cost.

4) Material must be posted on designated Campus News & Activities bulletin boards, tack stripping and kiosk structures only. Posting on University walls, windows, doors, lighting poles, floors, telephones, restroom facilities, sidewalks, roadways, parking lots, plants, or any vehicle on University property is strictly forbidden.

5) Chalking of University property is prohibited.

6) Fliers or posters partially or fully covering pre-approved material or Campus News & Activities signs will be removed.

7) Standard staples, thumbtacks, and pushpins are the only acceptable methods of affixing posted materials to bulletin boards.

8) Individuals and organizations are limited to posting one (1) flier not to exceed 8-1/2 x 11 inches, or one (1) sign not to exceed 18 x 24 inches per designated bulletin board, except where specified. Individuals or organizations may post four (4) fliers or two (2) signs of the above-noted dimensions on the tack stripping in the University Center. Fliers or posters with different formats or graphics that essentially provide the same basic advertisement information are considered the same and subject to the above noted one per bulletin board provision.

9) Campus News & Activities bulletin boards may not be covered, amended or cleared without the express permission of SAO.

10) One (1) 4 x 8 foot banner, with official approval, may be posted on the University Mall mezzanine posting area for a period not to exceed twenty-one (21) days and must be appropriately hung as not to result in an obstruction or fire hazard.

a) Banners used for commercial business gain, or commercial advertisement, are prohibited from posting.

b) Banners advertising events of an ongoing nature not primarily sponsored by a recognized entity from within the UM-D community are prohibited from posting.
The University of Michigan-Dearborn uses your assigned UM-Dearborn email address for all university email communications. You are responsible for accessing your UM-D email account on a frequent and consistent basis to stay informed of important University business such as information regarding your student account, financial aid, registration, grades or correspondence from faculty.

You may choose to forward messages from your UM-Dearborn email address to an alternate personal address. However, doing so may place you at risk of not receiving critical University communications. For additional information on your UM-D email address, go to http://www.its.umd.umich.edu/ and select Accounts.

This policy reflects UM-D’s commitment to using available technology to communicate among members of the campus community. It recognizes an expanding reliance on electronic communication among students, faculty, staff, and the administration due to the convenience, speed, cost-effectiveness and environmental advantages it provides. This policy will define the proper use of electronic communications between University staff, faculty, and students. Electronic communications may include, but are not limited to, electronic mail, electronic bulletin boards, and web sites.

UM-D authorizes the use of email for official communication between students, staff, faculty, and the administration. All members of the campus community are expected to comply with established guidelines and procedures that define the proper use of electronic communications.

To implement this policy, the following actions and services will be provided:

1. **Provision of University email**
   UM-D will provide all staff, faculty, and students with an official University email address. This will be the address listed in University directories. All official University email communications will be directed to this address.

2. **Appropriate use of University email**
   Certain University electronic communications may be time-critical. Students, staff, and faculty are responsible for checking their official email address on a frequent and consistent basis in order to stay current with University communications.

   In general, email is not appropriate for transmitting sensitive or confidential information unless an appropriate level of security matches its use for such purposes.
   - Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, must be consistent with FERPA.
   - Email shall not be the sole method for notification of any legal action.

3. **Redirecting of University email**
   Members of the campus community may elect to forward University email to an alternate address (e.g., aol.com, hotmail.com, comcast.net). They are responsible for ensuring that the configuration of their email service does not accidentally label University messages as spam. Users who redirect email from their official address to another email address do so at their own risk. The University will not be responsible for the handling of email by outside vendors or by departmental servers. **Having email redirected to an alternate service does not absolve students, staff or faculty members from the responsibilities associated with communication sent to their official email address.**

4. **Access to University email**
   Students who are not in possession of a home computer, or do not have access to a computer at work, can use computers available in campus labs or in their local library.

5. **Faculty use of University email**
   Faculty may determine how email will be used in their classes. It is highly recommended that if faculty have email requirements and expectations, they specify these requirements in their course syllabus. Faculty may reasonably expect that students are accessing their University email, and may use email for their courses accordingly.

**Affirmative Action, Non-Discrimination and Diversity**

The University of Michigan, as an Equal Opportunity/Affirmative Action employer, complies with applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be directed to the University's Director of Affirmative Action and Title IX/Section 504 Coordinator, Room 4005, Wolverine Tower, Ann Arbor, Michigan 48109-1281, 313-763-0235; TTY 313-747-1388; fax 313-763-2891. UM-D inquiries may be addressed to the Dearborn Affirmative Action Coordinator,
The University of Michigan believes that educational and employment decisions should be based on individuals' abilities and qualifications and should not be based on irrelevant factors or personal characteristics that have no connection with academic abilities or job performance. It strives to build a diverse community in which opportunity is equal for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, handicap, Vietnam-era veteran status, or sexual orientation. It exerts its leadership for the achievement of this goal by all parties with which the University transacts business, which it recognizes, or with which students or employees of the University are involved.

It is the policy of the University of Michigan that an individual's sexual orientation be treated in the same manner. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied. Any University of Michigan employee having a complaint of discrimination should notify the Affirmative Action Office, 1050 Administration Building, 313-593-5320. A student should notify the Affirmative Action Coordinator or the Ombudsman in the Office of Student Affairs, 1060 Administration Building, 313-593-5440, TTY 313-593-5430, fax 313-593-3568.

It should be noted that this policy does not apply to the University's relationships with outside organizations, including the federal government, the military and ROTC.

Alcohol and Drug Prevention Program and Policy

This policy is intended to educate members of the University community about the health risks associated with the use and abuse of alcohol and other drugs and about the resources available for counseling and therapy. In addition, in order to assure a work and learning environment that promotes the University's mission and proper function, the University prohibits unlawful possession, use, or distribution of alcohol or illicit drugs by faculty, staff, or students on University property or as a part of any University activity. Federal and state sanctions also apply to such conduct.

The following are excerpts from the University of Michigan-Dearborn Alcohol and Drug Prevention Program and Policy. Complete copies of the Program and Policy are available in the Office of Student Affairs, 1060 Administration Building. Individuals should view the following website for current policy:
http://www.udm.umich.edu/dept/safety/AlcoholAndDrugPrevent ionProgramAndPolicy.html.

Health Risks

The use or abuse of alcohol and other drugs increases the risk for a number of health-related and other medical, behavioral, and social problems. These include acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems including cirrhosis of the liver, organic brain damage, high blood pressure, heart diseases, ulcers, and cancer of the liver, mouth, throat, stomach; contracting diseases, such as AIDS, through the sharing of hypodermic needles; pregnancy problems including miscarriages, stillbirths, and learning disabilities; fetal alcohol syndrome (physical and mental birth defects); psychological or psychiatric problems; diminished behavior (hangover, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking that may result in physical or emotional injury or death; violent behavior toward others, such as assaults and rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol and drug-related arrests, traffic accidents, injuries, and fatalities; negative effects on academic or work performance; conflicts with co-workers, classmates, families, friends, and others; conduct problems resulting in disciplinary actions, including loss of employment; and legal problems, including imprisonment.

Counseling and Treatment Programs

The University of Michigan encourages individuals with alcohol- or drug-related problems to seek assistance by contacting Counseling and Support Services, 2157 University Center, 313-593-5430.

The office can also provide additional information on local, state and national resources for those seeking assistance.

University Sanctions

Unlawful possession, use, or distribution of alcohol or illicit drugs by faculty, staff or students on University property or as a part of any University activity may lead to sanctions within the University, the severity of which shall increase as the seriousness of the violation increases.

Sanctions include:

- verbal or written reprimand,
- completion of an appropriate rehabilitation program,
- a disciplinary warning, with notice that repetition of the offense or continuation of the offense may result in a more serious sanction,
- suspension from the University (student) or from employment (employee) from a specified University activity or facility for a fixed period of time or until completion of specific conditions, such as completion of an appropriate rehabilitation program.
- Expulsion from the University (student) or termination of employment (faculty or staff), and
- Other appropriate sanctions.

Sanctions for violations by faculty and staff shall impose pursuant to existing procedures applicable to acts of misconduct (e.g., Regental Bylaw 5.09, Standard Practice Guide 201.12, and appropriate collective bargaining agreements). Sanctions for violations by students shall be imposed pursuant to the University of Michigan-Dearborn Student Code of Non-
Academic Conduct or pursuant to other approved procedures. Copies of the applicable student procedures are available at the Office of Student Affairs, 1060 Administration Building.

External Sanctions

Unlawful possession and use or distribution of alcohol or illicit drugs may lead to referral to the appropriate local, state and/or federal authorities for prosecution for a misdemeanor or a felony, depending on the nature of the offense. The sanctions for such offenses may include fines and/or imprisonment.

For example, under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 grams or more. Fines for such an offense can reach $4 million. Offenses involving lesser amounts, 10 grams, may result in sanctions up to and including 20 years of imprisonment and/or fines of up to $2 million. A first offense for trafficking in marijuana may lead to sanctions up to life imprisonment for offenses involving 1,000 kilograms or more or up to five years of imprisonment for an offense involving less than 50 kilograms. Such an offense carries with it fines that can reach $4 million for an individual offender. Federal and state sanctions for illegal possession of controlled substances range from up to one year of imprisonment and up to $100,000 in fines to three years of imprisonment and $250,000 in fines for repeat offenders. Under Michigan laws, use of marijuana is a misdemeanor punishable by up to 90 days in jail and a $100 fine. Delivery of marijuana is a felony punishable by up to four years of imprisonment and up to $2,000 in fines. Violations may also lead to forfeiture of personal and real property and denial of federal benefits, such as grants, contracts and student loans.

The State of Michigan may impose a wide range of sanctions for alcohol-related offenses. For example, a first drunk-driving offense may be punishable by up to 90 days in jail, a fine of not less than $100 nor more than $500, a suspended license for not less than six months nor more than two years, and attendance at a substance abuse program. Subsequent offenses can lead to significantly increased sanctions. The vehicle of a minor transporting alcohol may be impounded for up to 30 days. Furnishing or using fraudulent identification to obtain alcohol may be punishable by up to 90 days in jail and a $100 fine.

More detailed descriptions of sanctions related to these and other drug and alcohol offenses are available in the libraries; at the personnel centers and offices; at the Office of Student Affairs, 1060 Administration Building, UM-D.

On September 1, 1995, the Michigan Legislature expanded the law concerning minors and alcohol possession, consumption, and purchase. A minor is anyone under the age of 21. The minor may be required to submit to a preliminary chemical breath test and may be subject to suspension of his/her driver’s license even if he/she was not in an automobile at the time of the arrest. In addition, it is now a misdemeanor, not a civil infraction, for a minor to attempt to possess, consume, or purchase alcohol. If the underage person is less than 18 years of age, the agency charging him/her must notify the parents or guardian within 48 hours.

Policy on Serving Alcohol at Campus Events

Consumption of beverages containing alcohol is prohibited on the University of Michigan-Dearborn campus except under the conditions specified in this policy.

Events at Henry Ford Estate, the University Center, and Fairlane Center are governed by the policies of those facilities. Alcohol may be served at events held in other facilities on the UM-D campus under the conditions described below.

Any event at which alcoholic beverages will be served must have a designated host who is a full-time permanent faculty or staff member of the UM-D. The host assumes responsibility for implementing these guidelines, supervising servers and intervening if non-moderate drinking or other high-risk behaviors are developing.

Beverages containing alcohol must be monitored by a designated server at all times. The designated server may not consume alcohol at the event. [Event sponsors are strongly encouraged to employ the services of a licensed caterer.] Alcoholic beverages may not be carried out of the designated event location.

Serving alcoholic beverages to individuals under 21 years of age is illegal and expressly prohibited. Events at which the majority of participants will be under age should not include alcoholic beverages.

Under no circumstances may University General Fund accounts, including organization accounts funded with student activity fees, be used to purchase alcoholic beverages.

Any event at which alcohol will be served must be planned in such a way as to respect the preferences of individuals who choose not to drink for religious, personal, or health reasons; and in no case should an event be planned around or advertised to feature the consumption of alcohol. Substantial food and beverages that do not contain alcohol must always be served at an event that includes alcoholic beverages.

Written authorization to serve alcohol at a campus event must be obtained from the Chancellor's Office at least one week before the planned event. Authorization will specify type of event, participants, location, time, and the responsible host.

Privacy and Access to Information

Individuals should also consult the section “Student Records and Student Rights” in this Announcement.

In collecting, utilizing and releasing information about individuals associated with the University, the University will strive to protect individual privacy, to use information only for the purpose for which it was collected and to inform individuals of the personal information about them that is being collected, used or released. The University will not release sensitive information without the consent of the individual involved unless required to do so by law.

Sexual Harassment by Faculty and Staff

Policy Statement

It is the policy of the University of Michigan to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual harassment is contrary to the standards of the University community. It diminishes individual dignity and impedes equal employment and educational opportunities and equal access to freedom of academic inquiry. Sexual harassment is a barrier to fulfilling the University’s scholarly, research, educational, and service missions. It will not be tolerated at the University of Michigan.

Sexual harassment violates the University's long-standing policy against discrimination on the basis of sex. Sexual
Definition of Sexual Harassment

For the purposes of determining whether a particular act or course of conduct constitutes sexual harassment under this policy, the following definition will be used:

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, living environment, or participation in a University activity;

2) submission to or rejection of such conduct by an individual is used as the basis for or as a factor in decisions affecting that individual's employment, education, living environment, or participation in a University activity; or

3) such conduct has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive environment for that individual's educational performance or creating an intimidating, hostile, or offensive environment for that individual's employment, education, living environment, or participation in a University activity.

Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of sexual harassment, a serious incident, even if isolated, can be sufficient. For example, a single suggestion that academic, other educational, or employment rewards or reprisals will follow the granting or refusal of sexual favors, will constitute sexual harassment and grounds for action under this policy.

This policy addresses intentional conduct. It also addresses conduct that results in negative effects even though such negative effects were unintended. Sexually related conduct forms the basis of a sexual harassment claim if a reasonable person of the same gender and University status as the complainant would consider it sufficiently severe or pervasive to interfere unreasonably with academic, other educational, or employment performance or participation in a University activity or living environment.

Sexual harassment most often occurs when one person has actual or apparent power or authority over another; however, it may also occur between individuals of equal status or rank within the University. Sexual harassment may occur between males and females and between persons of the same gender.

Although sexual harassment as described and prohibited by this policy includes a wide range of behaviors, it does not include certain discriminatory conduct even though that conduct may be otherwise unlawful, offensive, or prohibited by University policy. For example, unequal pay and denial of access to educational programs based on gender are unlawful sex discrimination not addressed by this policy. Also, not all harassment based on gender or sexual orientation may be addressed by this policy, if such conduct is not sexual in nature or sexually motivated. Some conduct, which negatively emphasizes gender, gender differences or sexual orientation, may violate this policy, but may also be a violation of another University policy. Harassment that is both racist and sexual in nature would be addressed by this policy and possibly by other University policies as well.

Consensual Relationships

Romantic and sexual relationships between supervisor and employee or between faculty or other staff and student are not expressly prohibited by University policy. However, even when both parties have consented to the development of such relationships, they can raise serious concerns about the validity of the consent, conflicts of interest, and unfair treatment of others. Similar concerns can be raised by consensual relationships between senior and junior faculty members.

In 1986 the University's Senate Assembly adopted a statement of principle concerning relationships between faculty (including teaching assistants) and students. The University concurs with the Assembly's position that sexual relationships, even mutually consenting ones, are basic violations of professional ethics and responsibility when the faculty member has any professional responsibility for the student's academic performance or professional future.

The University's nepotism policy precludes individuals from evaluating the work performance of others with whom they have intimate familial or close personal relationships, or from making hiring, salary or similar financial decisions concerning such persons, without prior written approval. The same principles apply to staff-student or faculty-student relationships in the context of work or academic evaluation. Thus, consensual romantic or sexual relationships between faculty or staff and students also require disclosure to the appropriate administrative supervisor so that arrangements can be made for objective evaluation and decision making with regard to the student.

Romantic or sexual relationships with students that occur outside of the instructional or supervisory context may also lead to difficulties. The Senate Assembly has concluded, and the University concurs, that the asymmetry of the faculty-student relationship means that any sexual relationship between a faculty member and a student is potentially exploitative and should be avoided. Faculty and staff engaged in such relationships should be sensitive to the constant possibility that they may unexpectedly be placed in a position of responsibility for the student's instruction or evaluation.

In the event of a charge of sexual harassment, the University will, in general, be unsympathetic to a defense based upon consent when the facts establish that a professional faculty-
student, staff-student, or supervisor-employee power differential existed within the relationship.

Response and Procedures

Prevention and Education

The University is committed to preventing and eliminating sexual harassment of students, faculty, and staff. To that end, this policy will be published in pamphlet form and disseminated to the University community. The pamphlets will be included in orientation material for new students, faculty, and staff and made available in the Affirmative Action Office and other appropriate locations on each campus. In addition, appropriate educational sessions will be conducted by the University on an ongoing basis to 1) inform students, faculty, and staff about identifying sexual harassment and the problems it causes, 2) advise members of the University community about their rights and responsibilities under this policy, and 3) train personnel in the administration of this policy.

Assistance with Sexual Harassment Problems

The Affirmative Action Office is responsible for ensuring and monitoring the University's compliance with federal and state nondiscrimination laws. However, a discrimination-free environment is the responsibility of every member of the community. The University can take corrective action only when it becomes aware of problems. Therefore, the University encourages persons who believe that they have experienced or witnessed sexual harassment to come forward promptly with their inquiries, reports, or complaints and to seek assistance within the University. Individuals also have the right to pursue a legal remedy for sexual harassment in addition to or instead of proceeding under this policy.

Confidential Counseling

Information about or assistance with sexual harassment issues may be obtained from a variety of University resources. Prior to or concurrent with making a report or complaint of sexual harassment, individuals may find it helpful to consult with a counselor. The following offices can advise and support victims of and witnesses to sexual harassment in a confidential setting. Discussions with representatives of these offices will not be considered official reports to the University and will not, without additional action by the complainant, result in intervention or corrective action.

- Counseling Services (available to students on each campus)
- Faculty and Staff Assistance Program (available to faculty and staff on each campus)
- Lesbian-Gay Male Programs Office (in Ann Arbor but available to students, faculty and staff from Dearborn and Flint)
- Sexual Assault Prevention and Awareness Center (in Ann Arbor but available to students, faculty and staff from Dearborn and Flint)

Inquiries about Sexual Harassment

Inquiries about sexual harassment and this policy may also be made to the University representatives listed below. Such inquiries will not be acted upon until an informal or formal complaint is made.

Informal Resolution Process

At the complainant's option, a sexual harassment report or complaint can be made centrally or locally on the Ann Arbor, Dearborn, and Flint campuses. Centrally, informal reports or complaints may be received by representatives of the Affirmative Action Office, the Office of the Ombudsman (students only), the Office of Student Services (students only), Dean's Office of the Horace H. Rackham Graduate School (graduate students only), Center for the Education of Women, Department of Public Safety, and appropriate Office of Human Resources.

At the local level, persons designated to receive informal reports or complaints are any dean, director, department head, unit manager, residence hall building director, and/or their designees. Each school/college or other unit shall be certain that at least one of the persons designated to receive complaints is a female.

The person who receives a sexual harassment report or complaint will advise the complainant about the informal and formal resolution alternatives available under this policy. At the complainant's option, the intake person can 1) provide information about sexual harassment and this policy, 2) help the complainant deal directly with the alleged offender, 3) assist with or mediate a resolution of the problem within the unit, and/or 4) help the complainant prepare a written complaint and pursue a formal investigation. Informal resolution measures should be custom-designed to address the particular circumstances. If the complainant wishes, the intake person can, in consultation with a representative of the appropriate Office of Human Resources and/or the Affirmative Action Office, conduct an informal inquiry into the reported incident and assist in resolving it. The person to whom an informal complaint is brought will not inform the accused of the complainant's action or identity without the consent of the complainant.

Formal Investigation

Either subsequent to or instead of following an informal process, a complainant may elect to make a formal charge of sexual harassment and have it pursued. The University will investigate all formal charges of sexual harassment.

There are two internal mechanisms available to pursue a formal charge and their availability depends on the employment status of the complainant. All employees represented by a union must pursue a formal charge through the grievance procedure in the relevant collective bargaining agreement. All other employees may pursue a formal charge through the use of the appropriate faculty or staff grievance procedure set forth in the Standard Practice Guide or, in the alternative, through the procedures set forth in this policy.

Formal charges under this Policy's procedures should be made in writing and filed either with a dean or director, the Affirmative Action Office, the appropriate Office of Human Resources, or, on the Dearborn campus, with the Office of the Provost. If a formal investigation is initiated, the person accused of sexual harassment must be notified of the charge and given the opportunity to respond to any allegations before disciplinary actions are taken.

The purpose of an investigation, which will include interviewing the parties and witnesses, is to gather and verify...
facts about the case. Formal investigations will be conducted in consultation with the Office of the General Counsel, by a three-person team consisting of a representative from the appropriate Office of Human Resources, the Affirmative Action Office, and the office of the dean or director. Investigation of a complaint against a dean or director will include a representative from the office of the appropriate Vice President or Vice Chancellor in place of a representative from the office of that dean or director. Faculty and student participants in an investigation may elect to have a peer representative included on the investigatory team. Student or faculty peer representatives will be drawn by lot from the student panel which hears complaints under the Interim Policy on Discrimination and Discriminatory Conduct by Students in the University Environment or from the faculty cognate panel for the faculty grievance procedure, respectively, on the Ann Arbor campus, and from an equivalent representative pool on the Dearborn and Flint campuses.

Investigations will be conducted promptly, thoroughly, and fairly, affording both the complainant and the accused a full opportunity to participate. Possible outcomes of an investigation are 1) a finding that the allegations are not warranted or could not be substantiated, 2) a negotiated settlement of the complaint, 3) a finding that the allegations are substantiated and, if so, 4) recommendations to the appropriate supervisor regarding corrective action to be taken. If an allegation of sexual harassment is substantiated, appropriate corrective action will follow. The University utilizes a disciplinary system for this and other misconduct in which the extent of the disciplinary action taken depends on all the facts and circumstances available at the time the decision is made. The severity of the punishment will depend on the frequency and severity of the offense. Corrective action could include a requirement not to repeat or continue the harassing conduct, a reprimand, denial of a merit pay increase, reassignment, and suspension. A finding of sexual harassment may be cause for the separation of the offending party from the University, in accordance with University procedures, including, for qualified faculty, the procedures set forth in Regental Bylaw 5.09. Every effort will be made to assure University-wide uniformity of sanctions. The complainant and the person complained against will be notified in writing of the final disposition of a formal complaint. In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused if damaged by the proceeding.

University Action

At the request of a complainant or with the consent of one or more complainants who agree to participate as witnesses, the University may, in appropriate circumstances, assume the role of a complainant and pursue a report or complaint of sexual harassment, either informally or formally. The University may respond to complaints or reports by persons external to the University community about conduct of University employees alleged to be sexual harassment.

Appeals Process

Complainants and faculty and staff members against whom corrective action is taken may avail themselves of the relevant grievance procedure as to the appropriateness of the corrective action and the procedures followed. A student complainant who is not satisfied with the outcome of a formal investigation may appeal the outcome to the Provost and Vice President for Academic Affairs (if person complained against is a faculty member or teaching assistant) or relevant Vice President (if person complained against is a staff member). On the Dearborn and Flint campuses, student complainants should utilize the appeals process specific to their own campus.

Reporting Requirements

To assure University-wide compliance with this policy and with federal and state law, the Affirmative Action Office must be advised of all reported incidents of sexual harassment and their resolution. Reports in which the complainant's and/or the accused's names are not revealed should be reported generically. The Affirmative Action Office will use this information to prepare annual statistical reports for the campus community on the incidence of sexual harassment. The Office of the General Counsel will monitor repeated complaints within the same unit or against the same individual, where appropriately identified, to assure that such claims are appropriately handled.

General

In all cases, a person who 1) reports or complains, 2) participates in an inquiry or investigation, or 3) is accused of sexual harassment incidents may be accompanied by an individual of his or her choice who shall be permitted to attend, but not participate in, the proceedings.

The University will take appropriate steps to assure that a person who in good faith reports, complains about, or participates in an informal resolution or formal investigation of a sexual harassment allegation will not be subjected to retaliation. The University also will take appropriate steps to assure that a person against whom such an allegation is made is treated fairly. The University will also undertake appropriate follow-up measures to assure compliance with settlements and the goals of this policy.

Inquiries and complaints of sexual harassment shall be treated with the maximum degree of confidentiality. Only when required by law or when personal safety is at risk will confidential information be acted upon or disclosed to others without a complainant's consent.

Sexual harassment complaints should be made promptly and resolved as quickly as possible, generally within two weeks of the date the complaint is made. Formal investigations should be concluded within thirty (30) days from the date of the complaint. The complainant and the accused should be kept apprised of the progress of the investigation as well as the ultimate outcome.

The University will make every effort to accommodate parties who are unable to participate in a formal investigation because of physical incapacity or geographical location.

Complaint-Handling Guidelines

The University will issue and make available to persons entrusted with administering this policy and other interested parties, appropriate complaint-handling guidelines, consistent with this policy. All guidelines shall be reviewed and approved by the Office of the Provost and the Office of the General Counsel. These guidelines shall be issued within ninety (90) days of the effective date of this policy.

Revisions
This policy and these procedures are subject to revision as determined necessary or desirable in view of experience or changes in the law.

**Smoke-Free Building Policy**

Since September 1, 1992, smoking has not been permitted in campus buildings. In a very real sense, the responsibility for implementing this policy lies with each individual in the University of Michigan-Dearborn community. Successful implementation requires your understanding, consideration and cooperation. Smoking control/cessation programs are available through Counseling and Support Services, 2157 University Center, 313-593-5430.

**Parking and Transportation**

Access to the campus is available on bus routes operated by the Suburban Mobility Authority for Regional Transportation (SMART). Connecting service is available on routes operated by the Detroit Department of Transportation (DDOT).

Direct service is available for most Detroit and western Wayne County residents, with transfer service available for Oakland and Macomb County commuters. Additional information may be obtained by telephoning SMART at 313-962-5515.

UM-D provides a shuttle service between the main campus and Fairlane Center for students, staff and faculty. A valid ID card is required to board the shuttle. The shuttle will pick up and drop off passengers at the University Center turnaround and the Fairlane Center South turnaround. For times of operation consult http://www.umd.umich.edu/univ/bus/aux/parking.html

Parking of all motor vehicles at UM-D is by permit only. Parking for students, faculty and staff is allowed in designated permit lots only when vehicles are properly registered and display the appropriate parking decal. Guest permits are available at the Parking Office (in the Campus Support Services Building) or from the attendant in the Monteith Parking Structure where parking is provided for all visitors. For further information, refer to the UM-D Parking & Transportation Manual or contact the Parking Office by telephone at 313-593-5480.

**Parking Enforcement**

Parking enforcement, including issuance of tickets, is primarily handled by the Parking Office. There is a $35.00 fine for unauthorized parking in Faculty/Staff lots and in fire lanes, and a $125.00 fine for unauthorized parking in handicap zones. All fines are paid to the 19th District Court in the City of Dearborn.

Although the Campus Safety Office provides 24-hour surveillance of all parking lots, UM-D cannot be held responsible for acts of theft or vandalism committed upon vehicles parked in campus lots or in the parking structure.