Welcome to the Department of
Slavic Languages and Literatures!
Administrative Staff and Duties
Ph.D. Degree Requirements
- Coursework
- Language Proficiency Requirements
  - Principal Slavic Language
  - Proficiency Maintenance (except for heritage speakers)
  - Principal Slavic Language Portfolio
  - Second Slavic, East European and/or Eurasian Language
  - Nota Bene!
- Qualifying Examination
  - Committee Composition for Qualifying Examination
  - Reading Lists
  - Exam Format and Administration
    - Expectations for the Written Exam
    - Expectations for the Oral Exam
    - Evaluation system
- Dissertation Prospectus
- Dissertation
- Time-Table as a PhD Student
  - Year 1
  - Year 2
  - Year 3
  - Year 4
  - Year 5

Disability Accommodations
- How to Request Academic Accommodations:
- How to Request For Employment/Appointment Accommodations:

Academic Guidelines: Guidelines for Satisfactory Progress
- Annual Progress Reports
- Incomplete grades
- Milestones
- Progress Reports
- Procedures
- Petitions
- Statement on Academic Integrity

Teaching as a Graduate Student
- Graduate Student Instructorship (GSIship)

Academic Resources Guide
- Director of Graduate Studies (DGS)
- Slavic Language Director
- Faculty Mentor
  - Changing Mentors/Advisors
  - Mentoring Agreement
- Rackham's Graduate Student Handbook of Policies and Procedures
- CREES
- Library

Addresses and Contact Information

Welcome to the Department of Slavic Languages and Literatures!

Administrative Staff and Duties

Ph.D. Degree Requirements
- Coursework
- Language Proficiency Requirements
  - Principal Slavic Language
  - Proficiency Maintenance (except for heritage speakers)
  - Principal Slavic Language Portfolio
  - Second Slavic, East European and/or Eurasian Language
  - Nota Bene!
- Qualifying Examination
  - Committee Composition for Qualifying Examination
  - Reading Lists
  - Exam Format and Administration
    - Expectations for the Written Exam
    - Expectations for the Oral Exam
    - Evaluation system
- Dissertation Prospectus
- Dissertation
- Time-Table as a PhD Student
  - Year 1
  - Year 2
  - Year 3
  - Year 4
  - Year 5

Disability Accommodations
- How to Request Academic Accommodations:
- How to Request For Employment/Appointment Accommodations:

Academic Guidelines: Guidelines for Satisfactory Progress
- Annual Progress Reports
- Incomplete grades
- Milestones
- Progress Reports
- Procedures
- Petitions
- Statement on Academic Integrity

Teaching as a Graduate Student
- Graduate Student Instructorship (GSIship)

Academic Resources Guide
- Director of Graduate Studies (DGS)
- Slavic Language Director
- Faculty Mentor
  - Changing Mentors/Advisors
  - Mentoring Agreement
- Rackham's Graduate Student Handbook of Policies and Procedures
- CREES
- Library

Addresses and Contact Information

The Department of Slavic Languages and Literatures University of MICHIGAN

Graduate Student Handbook

812 East Washington Street
3040 Modern Languages Building
Ann Arbor, MI 48109-1275

t: 734-764-5355
f: 734-647-2127

slavic@umich.edu
www.lsa.umich.edu/slavic

Welcome to the Department of Slavic Languages and Literatures!

This handbook has been provided to help the graduate student through the initial adjustment to the University of Michigan and the Department of Slavic Languages and Literatures, but also to serve as a resource as you progress through the graduate program. Please take the time to read through the handbook in its entirety, and reread sections as questions arise. If you have any questions regarding the contents of this handbook, or anything about the Department or U-M, please contact the Graduate Student Services Coordinator, the student's Primary Advisor/Mentor, the Director of Graduate Studies (DGS), the Language Program Director (LPD), the Chair, or other faculty, as appropriate.

In addition to this handbook, three reliable **departmental sources of information** about the Graduate Program and other matters of interest to graduate students are:

- the "Graduate" portion of the **department website** (www.lsa.umich.edu/slavic)
- the Graduate **portal**, which can also be accessed through the department's website, and which contains a great deal of pertinent information not available on the public-facing site

These sources are updated frequently by the Graduate Student Services Coordinator. The Graduate Student Services Coordinator, staff, and faculty will also communicate via email to share departmental announcements, information about campus events, possible funding opportunities, etc. Therefore, it is important that the student checks their email account often and to read departmental emails as they are received.

Administrative Staff and Duties

While most questions about the graduate program (and all other questions) should be directed to the Graduate Student Services Coordinator, please become familiar with the roles and responsibilities of the other staff members. See SLL's portal for a list of the staff names, duties, and contact information.

Position	Person	Email	Phone
Main Office	Lacey Krecko	slavic@umich.edu	734-764-5355

Director of Graduate Studies	Tatjana Aleksic	slavicdgs@umich.edu	
Graduate Student Services Coordinator	Eva Fall	sll.student.services@umich.edu	734-936-0150
Language Program Director	Svitlana Rogovyk	srogovyk@umich.edu	
Undergraduate Student Coordinator	Devin Harte	sll.student.services@umich.edu	
Chair	Benjamin Paloff	slavicchair@umich.edu	617-953-2650

Make a habit of keeping in regular contact with the Graduate Student Services Coordinator and the Director of Graduate Studies regarding progress through the program. It is particularly important to communicate with the Graduate Student Services Coordinator about plans at the following stages so the appropriate paperwork is completed in a timing manner:

- Qualifying Examination Committee Composition
- Qualifying Examination written and oral defense dates
- Sharing of the Principal Slavic Language Dossier
- Formation and Changes of the Dissertation Committee
- Leave of Absences

Ph.D. Degree Requirements

Students are expected to complete the department's PhD requirements, Rackham's requirements, and to follow the guidelines for what the department considers satisfactory progress.

The first three years of the Slavic Department Ph.D. program are intended to give students an overview of and scholarly grounding in the field of Eastern European and Eurasian Studies generally, as well as in their chosen areas of specialization. The development of both a knowledge base and of fundamental research skills is essential if a student is to write and defend a first-rate doctoral dissertation -- the primary goal of the program.

Coursework

During the pre-candidacy stage (first three years), students are expected to take a minimum of 46 credit hours of graded graduate coursework, including three credit hours of cognate coursework. Courses elected as visit (audit) do not meet this requirement, nor do any doctoral courses (those designated as 990, etc.).

The following are the required core courses:

- Slavic 549: Research Methods/Proseminar; graduate students are expected to register for this course during the first three years in the program. Every effort should be attempted to enroll and attend after the third year. (6 crs.)
- Slavic 500: Teaching Slavic Languages. (3 crs.)
- Writing 993: Teaching Writing; must be taken before or during the first semester as a GSI for an Upper-Level Writing Course. (1 cr.)

The remaining coursework within the individualized program of study will be distributed according to the following rubric:

- Medieval and/or Early Modern literature and culture of the region, e.g., Russian 551: Old Russian Literature. (3 crs.)
- Literature and culture of the Enlightenment, e.g., Russian 552: Eighteenth-Century Russian Literature. (3 crs.)
- Literature and culture of the Nineteenth Century, e.g., Polish 525: Nineteenth-Century Polish Literature. (6 crs.)
    - At least 3 credits must be taken in a graduate-level seminar, e.g., Russian 852: 19th Century Literature.
- Literature and culture of the Twentieth and Twenty-First Centuries, e.g., Slavic 875: Seminar in Slavic and East European Film. (6 crs.)
    - At least 3 credits must be taken in a graduate-level seminar.
- Primary literature and culture of interest. (3 crs.)
- Eastern European literary and/or cultural theory, e.g., Slavic 565: Seminar on East European Literary Theories. (3 crs.)
- graduate-level coursework in (12 crs.):
    - a second Eastern European literature and culture, and/or
    - a cognate discipline or disciplines relevant for the student's research plan, and/or
    - cross-cultural studies of Eastern Europe and/or Central Asia
    - Up to two additional semesters of language study (8 crs).

Students in year three, during the winter semester, are expected to work on their qualifying examination. Readings lists for the examination should be completed and approved in early January by the qualifying examination committee, which should be obtained in writing. By the end of March, the scheduling of the two written qualifying exams and the oral exam should take place. This is in coordination with the qualifying exam committee and the Graduate Student Coordinator, during a period of no more than a month, with a maximum interval of two weeks between the written exam. At the beginning of May, the written portion of the qualifying exams take place and by mid-May, the oral exam will follow the evaluation of the essays. If passed,

students will move to candidacy in the program. See the details below on specifics regarding the qualifying examination and reading lists.

As candidates, students register for Russian 995, under their advisor section number. Rackham rules allow students to take four (4) additional credits per term as candidates.

By the end of the fourth year, students are expected to submit and defend their prospectus to a three-person faculty committee. The expectation is that by the end of year five, students will have submitted at least one advanced dissertation chapter and defended it before the dissertation committee. See the details below on specifics regarding the dissertation prospectus.

The final requirement for receipt of the PhD is a successful oral defense of the finished dissertation.

Language Proficiency Requirements

The Ph.D. in Slavic Languages and Literatures at the University of Michigan combines advanced language skills with scholarly tools for cultural analysis, balancing theoretical training with practical language experience. Candidates are expected to integrate their research across target literatures, languages, and cultures.

The program requires students to engage with their principal Slavic language in various ways, such as analyzing literary texts, reading scholarly works critically, participating in discussions with native speakers, and conducting interviews.

By the end of their studies, students must demonstrate the ability to read and write critically and creatively, achieving near-native proficiency in speaking, reading, and listening in their principal Slavic language.

This section outlines the expectations for language proficiency maintenance and the process for tracking progress throughout the Ph.D. program. Successful completion of these requirements ensures that students develop the linguistic and scholarly skills needed to engage with their **principal Slavic language** at an advanced level and become proficient, independent scholars.

Principal Slavic Language

Graduate students are required to demonstrate proficiency and continued development in their **principal Slavic language** throughout their graduate studies.

The following outlines the key assessments and expectations for proficiency maintenance:

Prior to the First Academic Year (August)
Graduate students must take a placement exam in their **principal Slavic language** to assess their initial proficiency level, which establishes a baseline for their language development.

Annually in April
Students must demonstrate continued language proficiency by completing one of the following:

- An in-house **Oral Proficiency Interview (OPI)**, or
- a letter from a language instructor confirming their current proficiency level.

Note: Student's must submit all relevant documentation (placement exam results, OPI, or instructor letters) into the **language portfolio** (see below) according to the suggested timeline.

By the End of the 4th Year

Graduate students must take the official **ACTFL OPI**, a comprehensive assessment that measures their language proficiency. This serves as a key milestone for tracking language progress and ensuring students are meeting their language development goals.The department will reimburse the student for the ACTFL OPI once in their graduate career. The test will be proctored in the department (in-house). The student will be responsible for scheduling their own ACTFL OPI.

Discuss any concerns with the Language Program Director if advanced proficiency was not achieved.

Note: Submit the official ACTFL OPI results to the **language portfolio** by the end of the fourth year

Proficiency Maintenance (except for heritage speakers)

The student can take the following courses or participate in various language immersion programs in order to maintain proficiency in their principal Slavic language. Some courses can be repeated for credit (RUS 519 and RUS 520).

- Russian 401, 402, 499, 519, and/or 520
- Polish: 321, 322, 421, 422
- Ukrainian: 351, 352, 421, 450, Independent studies, Study Abroad
- BCS: 331/332 (535/536), Independent studies, Study Abroad
- Czech: Independent studies, Study Abroad
- Slavic 315: study abroad and/or field work
- Russian 310/REEES 310
- Language immersion programs at other institutions

Principal Slavic Language Portfolio

The **Principal Slavic Language Portfolio** is a shared Google folder that graduate students collect documents to track their language learning progress and/or document their experiences with their **principal Slavic language**. This portfolio folder encourages learner autonomy and facilitates both language proficiency and intercultural competence.

- The portfolio serves as a **self-assessment tool**, enabling students to monitor their language development and ensure they are meeting their proficiency goals. It is the student's responsibility to keep the Google Folder up to date, as an advanced level of proficiency is required for the degree.
- The portfolio is **shared with** the Director of **Graduate Studies** , the **Language Program Director**, and **the** Graduate Student Services Coordinator.
- **Annual Review**: The portfolio will be reviewed during annual discussions with the dissertation committee chair, the Director of Graduate Studies, and the Slavic Language Program Director to ensure that the student is making continued progress in their language development and meeting their proficiency goals.

- **Documentation Submission**: All language maintenance documents (proficiency exam results, publications in the target language, conference papers in the principal language, courses in the principal language, course papers in the principal language, extensive consultations with scholars in the principal language, annual OPI reports, instructor letters, and ACTFL OPI results) must be **submitted to the language portfolio** according to the suggested plan and maintained throughout the graduate program.

Second Slavic, East European and/or Eurasian Language

By the end of their fourth year, graduate students are required to achieve **Intermediate Mid proficiency** in a second Slavic, East European and/or Eurasian language. This can be done by completing the first and second-year language courses for credit, either within the Slavic Department or, if the language is not offered, through another institution.

Students must provide appropriate documentation of their achieved proficiency in the second Slavic, East European and/or Eurasian language and submit it to their **language portfolio** by the end of their fourth year.

Nota Bene!

Please discuss the language advancement plan with the Slavic Language Program Director in detail prior to the first academic year in the program. The department does not always have the capacity to offer advanced language courses in all languages, so study abroad or at another institution could be the best option. For funding possibilities, such as FLAS, see our intranet. The department also provides funds for summer language study. We understand that a student's interest can change, so please discuss further with the student's mentor and/or DGS.

Qualifying Examination

In order to be advanced to candidacy for the PhD degree, students in the doctoral program of the Department of Slavic Languages and Literatures are required to pass a Qualifying Examination.

The purpose of the **Qualifying Examination** in the Slavic Department is to:

1. assess the student's **working knowledge** of the primary and secondary literature from the reading list(s) and
2. evaluate the student's
    - **ability** to integrate and **utilize the knowledge and skills** critical for independent and creative research,
    - **ability** to synthesize **ideas and concepts** at an advanced level of proficiency in areas being examined,
    - **skills** to construct **critical arguments**, and to **present them** in a direct and comprehensive manner.

Committee Composition for Qualifying Examination

The Examination Committee will consist of three faculty members. The chair of the qualifying exam committee must be a member of the Slavic core faculty. In case of co-chairs, one of the chairs must be a Slavic core faculty. The chair of the committee should be in the area of the student's primary interests. The other two faculty members on the committee will represent the other interested subject areas.

How to Choose the Best Committee for your Prelims

Discuss the committee for the Qualifying Exam (aka "Preliminary Exam," aka "Prelims") with your primary advisor as early as possible.

In addition to your primary advisor, you will choose two professors/ faculty to serve as your examiners. Discuss that possibility with each of them as early as possible.

Choose faculty with whom you work well, and who can bring expert advising for your fields of concentration.

In the student's third year, no later than December 3 (if taking their exam in the Winter term, which is the most common timeline) or March 15 (if taking their exam in the Fall term), the expectation is that the student's committee will be formed and submitted to the department by the student. Please navigate to the committee form on the google shared drive, this will automatically be sent to the student's committee members and the Director of Graduate Studies for digital approval.

Reading Lists

Reading lists cover a particular period of a literature, focus on particular genre(s) or literary critical problems or, alternatively, cover a body of material in another discipline (which could be organized historically, theoretically, methodologically, and so on). Questions from the student's qualifying exams will be taken from the material found on these three reading lists.

One of the three reading lists will be designed by the student's qualifying exam committee. The other two lists will be designed by the student, on the advice of the qualifying exam committee. The extent of these lists, in combination, should be proportionate with the total amount of reading required in the more traditionally designed lists produced by our department (and other Slavic Departments). Examples of past reading lists can be found on the google shared drive.

The reading lists should be completed and approved in writing by the student's qualifying examination committee by January 10 (winter exam date) or September 10 (fall exam date). Please forward to the Graduate Student Services Coordinator the written approval from the examination committee of these reading lists.

Tips:

- Students should meet with their advisor(s) regularly to discuss the development of their reading lists and rationale.
- Share drafts of the reading lists and rationale with the prelim committee. It is up to the student to make the process collaborative.
- Allow discussions with the committee to help determine a balance between depth and breadth.
- Set a date for the written and oral portions of the exam **at least one semester in advance**.

How To Compile Reading Lists

Start compiling reading lists with three broad categories in mind:

- **Primary field.** Generally, this is the field that the student shares with their primary advisor, and it reflects the majority of their coursework and disciplinary grounding. Two question sets in each written exam will address this list.

- **Secondary field.** Generally, this is the field that overlaps with one or more of the student's other examiners, and it reflects coursework and training complementary to their primary field. One question set (two questions) in the written exam will address this list.

- **Future dissertation research.** While the student is not yet dissertating, the third list should cover material relevant to the self-directed research they will be doing. This will help develop more concrete ideas for the prospectus. One question set (two questions) in the written exam will address this list.

Each of the three reading lists will typically include 20-40 items divided among primary texts, secondary sources, and relevant theory. Many of these will be drawn from the syllabi of courses you have taken, so it might be helpful to start there when compiling your initial drafts.

For each reading list, write a short rationale (250-500 words) describing your particular interest and methodology in approaching the given field. Put your individual imprint on the subject. Ask questions. State your curiosities.

Finally, think about scale. A "field" is an area of expertise that is broad enough for you to make connections beyond your specific focus, subject areas/topics, and research projects. In the exam, for example:

a. "Russian literature and culture" is a field.
b. "Russian literature and culture of the nineteenth century" is a focus and, depending on how you approach it, might be too narrow to qualify as a "field" for the exam.
c. "The Russian Realist novel" is closer to being a topic. While your rationale can designate your investment in this subject area, the doctoral degree entails broader coverage, and you can expect the exam to do the same.
d. "Dostoevsky's use of child imagery" is a topic tending toward a research project. It could help you organize your third reading list, but it is too restrictive to serve as a primary or secondary field. (A Ph.D. in Russian literature and culture makes disciplinary sense; a Ph.D. in Dostoevsky's use of child imagery does not.)

Exam Format and Administration

The Ph.D. Examination committee administers the written and oral examinations in the chosen subject areas. Students are tested in three subject areas of their interests in two take-home exams. Each exam will consist of two questions devoted to the area of their primary interests and two questions devoted to the second and third areas, respectively. Questions from the student's qualifying exams will be taken from the material found on the student's three reading lists.

Students will have two take-home exams, with a 60 hour period for each (e.g. from Friday evening to Monday morning or some other equivalent time period) to submit two essays per exam. In each written exam, students will select two out of four topics for their essays, each essay is 2000-3000 words (roughly 7 - 10 pages long). The two written exams should be scheduled for early May, in coordination with all parties involved, during a period of no more than a month, with a maximum interval of two weeks between the written exams. An oral exam would follow the evaluation of the essays by the examining committee.

One member of the three-person examining group, presumably the graduate student's primary mentor, takes the responsibility for designing the exam from questions submitted by each member of the Qualifying Exam Committee. Examples of past exam questions can be found on the google shared drive. The committee is responsible for writing a written evaluation of the oral and written examinations and submitting the evaluation to the Graduate Student Services Coordinator by the end of May. This concludes the end of the qualifying exam.

Expectations for the Written Exam

A good essay:

- directly addresses the question chosen for the essay,
- acknowledges the seminal research in the field and refers to relevant secondary studies at appropriate points in the paper,
- situates its central argument within the primary and secondary sources relevant for the issue the essay addresses,
- goes beyond a simple summary of primary or secondary sources to construct and support its central argument,
- has a clear overall structure, and is written in a readable and understandable way,
- formats the bibliography using Chicago style.

Expectations for the Oral Exam

Students should demonstrate ability to:

- contextualize their research interests in the subject area(s) they have chosen and to outline how the reading lists lead to their dissertation project,
- discuss the primary and scholarly literature from the reading list(s).

The discussion will last 1-2 hours. Questions posed usually follow up on aspects of the student's written answers and also raise issues presented in the questions that the student chose not to

answer. Thus, students are advised to think about all the questions on the written exam, whether or not they choose to answer them.

Evaluation system

The qualifying examination committee will assess the student's overall performance on the exam and will assign a qualifying exam grade, which may be Strong Pass, Pass, Conditional Pass, or Fail. A grade of Fail means that the student will be required to retake the entire qualifying exam. A Conditional Pass means that the student may be required to retake one or more sections of the exam, enroll in additional coursework to strengthen weak areas, or complete a special project to address any deficiencies. Students who fail the exam twice will be expelled from the Ph.D. program.

Dissertation Prospectus

Students need to submit and defend a dissertation prospectus to their Prospectus Committee at the end of the student's fourth-year in the program. This committee consists of three faculty members, one of whom is the student's primary mentor (the primary mentor must be a Slavic core faculty member). Ideally the student's Prospectus Committee should be composed of the same members of their dissertation committee (although four members are needed on a dissertation committee, including one cognate member). The composition of the student's Prospectus Committee should be submitted using this form on the google shared drive. This form will automatically be sent to the student's committee members and the Director of Graduate Studies for digital approval.

Students will meet with their Prospectus Committee at a mutually agreeable date and time for an open-ended discussion of the prospectus, in which the members of the committee determine the feasibility of the project and offer suggestions for further work. The primary mentor is expected to email the Graduate Coordinator, copying the Director of Graduate Studies, an official written evaluation of the committee's remarks about the prospectus, which will be included in the student's digital file.

A dissertation prospectus will address the following questions:

1. What is the dissertation topic, what problems does the dissertation address, and why are they relevant?
2. What are the primary and secondary sources?
3. What is the current state of research in the area of the dissertation?
4. What methodology will be used?
5. What is the structure of the dissertation?
6. What is the focus of each chapter?

The length of the prospectus should be between 20 and 40 pages.

Dissertation

Review Rackham's website for detailed information about the dissertation timeline or talk to the Graduate Student Coordinator. It is Rackham, and not the Department, which sets and enforces most policies and deadlines concerning submitting and defending the dissertation. Rackham's Dissertation Handbook is designed to help you comply with the administrative requirements relating to the dissertation.

Rackham's *Dissertation Handbook* is a guide that covers all aspects of the dissertation writing process, from formatting to printing to defense.

Rackham's general guidelines include:

1. Submitting a Dissertation Committee: the committee must have at least four members, three of whom are members of the graduate faculty, and two of whom are from the student's home program. The committee will include a chair (or co-chairs) and a cognate member. Verify the committee has been approved at least six months before the pre-defense. This can be found on the student's unofficial transcript.
2. Review Rackham's formatting guidelines found on their website.
3. Register for the required pre-defense review with Rackham at least three weeks before the oral defense.
4. Complete pre-defense review with Rackham at least 10 working days prior to the oral defense.
5. Distribute the dissertation and abstract to committee members at least 10 working days prior to the oral defense.
6. Apply for graduation through Wolverine Access. Complete the required online survey of earned doctorates.
7. View Wolverine Access three days prior to the oral defense to confirm that Dissertation Evaluations have been received from all committee members. Follow up with committee members as needed.
8. Print Oral Report form after receiving email that it is ready to print and take to oral defense.
9. Oral Defense of Dissertation
10. Verify with the chair that they have submitted the Final Oral Examination Report to Rackham OARD.
11. Complete any changes, corrections, or revisions to the dissertation as required by the committee.
12. Verify that chair or co-chair has submitted the Certificate of Dissertation Committee Approval through the Rackham online system.
13. Arrange for a post-defense submission with Rackham OARD, reference the degree deadlines.
14. Complete online submission of the final dissertation (PDF) and abstract (text).

15. Graduate Degree Completed and Conferred.

Time-Table as a PhD Student

Year 1

August:	take placement exam in principal Slavic language with the Language Program Director. Upload results to the portfolio in the shared Google folder on Google Drive.
Fall Term:	register for Slavic 549 (1 cr), Writing 993 (1 cr.) and 2 Slavic Grad Seminars (6 crs.). (8 total credits)
Winter Term:	register for a language course in the principal and/or secondary language (4 crs.), Slavic 549 (1 cr.), Slavic 500 (3 crs.), and 1 Slavic Grad Seminar (3 crs.). (11 total credits)
by March 1:	meet with the chair and the Director of Graduate Studies to discuss plans for the summer and reflect on the first year in the program.
April:	select a primary mentor by the end of the Winter term.
	upload in-house OPI or letter from language instructor confirming current language proficiency.

Year 2

Fall Term:	register for a language course in the principal and/or secondary language (4 crs.), Slavic 549 (1 cr.), and 2 Slavic Grad Seminars (6 crs.). (11 total credits)
October 1	Rackham's mentoring agreement must be signed by both mentor and student and turned into the Graduate Student Services Coordinator. The mentoring agreement can be found on SLL's intranet/Graduate Students.
Winter Term:	register for a language course in the principal and/or secondary language (4 crs.), Slavic 549 (1 cr.), 1 Slavic Grad Seminar (3 crs.), and 1 cognate Grad Seminar (3 crs.). (11 total credits)

January 15	update the progress report emailed in December by the Graduate Student Services Coordinator.
by March 1	meet with the chair and the Director of Graduate Studies to discuss the progress report and plans for the summer.
April 1	the student should select their second advisor by the end of the Winter term.
	upload in-house OPI or letter from language instructor confirming current language proficiency.

Year 3

Fall term:	register for a language course in the principal and/or secondary language (4 crs.), Slavic 549 (1 cr.), 2 Slavic Grad Seminars (6 crs.). (11 total credits)
December 3	submit to the Graduate Student Services Coordinator the composition of the qualifying examination committee, which consist of three faculty members who will administer the written and oral examinations in the chosen subject areas. Or, see page 8 in the Handbook for an online form.
Winter Term:	register for Slavic 549 (1 cr.) and Russian 990 (8 crs.) (an override will be provided under the primary advisor's name) to work on the qualifying exam.
January 10	the reading lists for the qualifying examination should be completed and approval of the lists from the qualifying examination committee should be obtained in writing. Examples of past reading lists can be found on SLL's intranet/Graduate Students/Degree Requirements/Pre-Candidacy/Qualifying Examinations.
January 15	update the progress report emailed in December by the Graduate Student Services Coordinator.
by March 1	meet with the chair, faculty mentor and the Director of Graduate Studies to discuss the progress report and plans for the summer.

End of March	schedule the two written qualifying exams and the oral exam, in coordination with the examination committee and the Graduate Student Coordinator, during a period of no more than a month, with a maximum interval of two weeks between the written exam.
April 1	upload in-house OPI or letter from language instructor confirming current language proficiency.
Beg of May	take the written portion of qualifying exams. The exam consists of two take-home exams, with a 60 hour period for each (e.g. from Friday evening to Monday morning or some other equivalent time period) to submit two essays per exam. In each written exam, students will select two out of four topics for their essays. Examples of past qualifying exam questions can be found on SLL's intranet/Graduate Students/DegreeRequirements/Pre-Candidacy/Qualifying Examinations.
Mid May	an oral exam by the examination committee follows the evaluation of the essays.
End of May	qualifying exams (written and oral exams) should be completed by this date. The examination committee is responsible for writing an evaluation of the written and oral exams and submitting it to the Graduate Student Services Coordinator.

Year 4

Fall Term:	Once the student become a candidate, an override will be provided to the student to register for Russian 995 under the advisor's name. As a candidate, the tuition waiver included in the funding package includes Russian 995 and four (4) additional credits. If the student registers for more than four (4) credits per term, the additional tuition costs incurred may be the student's responsibility.
before Sept 1	submit language self-assessment to the dossier on google shared drive.
by Oct 1	the student and dissertation committee meets to discuss the dissertation prospectus.

Winter Term:

January 15	update the progress report emailed in December by the Graduate Student Services Coordinator.
by March 1	meet with the chair, faculty mentor and the Director of Graduate Studies to discuss the progress report and plans for the summer.
March 15	the student identifies their dissertation committee and communicates the composition of their dissertation committee to Graduate Student Services Coordinator and the DGS.
End of April	initiate and take official ACTFL OPI for principal language and submit official OPI results to the portfolio on the shared google drive. Discuss any concerns with the Language Program Director if the advanced proficiency was not achieved.

submit the members of the prospectus committee to the department, as well as submit and defend prospectus. The prospectus is a document of 20-40 pages, defining the student's dissertation topic, problems the dissertation addresses, why this is relevant, primary and secondary sources, current state of research, methodology and structure of dissertation, and the focus of each chapter.

Year 5

---

write Dissertation

Winter term:

January 15	update the progress report emailed in December by the Graduate Student Services Coordinator.
by March 1	meet with the chair, faculty mentor and the Director of Graduate Studies to discuss the progress report and plans for the summer.
End of April	at least one advanced dissertation chapter should be submitted and defended before the dissertation committee.

Extension of Time to Degree for PhD Students Beyond Year 7

Ph.D. students beyond their seventh year must petition for an extension of the time to degree limit, consistent with Rackham academic policy (Section 4.4.1). Rackham can grant an extension of the time to degree limit if a student develops an active plan for completion that is approved by their advisor and director of graduate studies, and submits a petition for an extension to Rackham with the required supporting information.

Supporting information must include:

- a new deadline (month/year) along with an explanation of why the extension is needed;
- a timeline with approximate dates detailing when the student plans to complete each step of their degree—coursework, preliminary exams, research, analysis, writing, defending, and finishing, as appropriate;
- a memo from the program graduate chair supporting this request and stating that the degree will still be "state-of-the-art;"
- a memo from the student's advisor supporting the request and providing further details (if available) regarding the request.

Approved petitions ensure that students retain their active enrollment status.

Disability Accommodations

The Disability Equity Office (DEO) serves as the central administrative unit responsible for overseeing compliance with the Americans with Disabilities Act (ADA) and has implemented a secure single sign-on portal called Accommodate for managing workplace accommodation requests. This portal provides secure storage of personal medical information while allowing employees to easily access their workplace accommodation documents, communications, and requests. It also features an integrated calendar request system for scheduling appointments directly with Disability Equity Office staff.

If an employee has worked with Services for Students for Disabilities for academic accommodations, the Disability Equity Office will be able to request, receive, and store medical documentation directly to determine if it is sufficient for workplace accommodations at the employee's request. This will, in many cases, reduce the need to collect additional medical documentation for the workplace accommodation process.

Questions about requesting an employment or appointment accommodation can be directed to DisabilityEquity@umich.edu.

How to Request Academic Accommodations:

Academic accommodations are handled by Services for Students with Disabilities (SSD). Students who would like to request disability-related academic accommodations will utilize the Accommodate system for student services processes. This includes scheduling appointments with the SSD staff, requesting accommodations, notifying faculty of approved accommodations, and requesting alternative format text materials.

How to Request For Employment/Appointment Accommodations:

1. An overview of disability accommodation procedures for graduate students with GSI, GSSA, GSRA or temporary hourly appointments.
2. Students may make informal accommodation requests directly to their immediate faculty supervisors, appointing unit faculty or staff, or to the administrative designee. In general, forms are not required for informal requests.
3. Graduate student employees interested in workplace accommodations may submit their request using the employee single sign-on Accommodate login or by emailing the Disability Equity Office. In addition, each unit has an administrative designee who may be able to provide graduate student employees access to additional resources.
4. A student's request for accommodation should receive a response in a timely manner.

Academic Guidelines: Guidelines for Satisfactory Progress

The Department's goal is to provide an environment in which our graduate students can thrive, and to support students in making satisfactory progress to degree according to the following guidelines:

Annual Progress Reports

1. In addition to submitting grades, faculty members who teach a student in the first or second year of our graduate program submit a progress report on the student's academic performance to the Slavic Department office within three weeks of the end of each semester, for inclusion in the student's files.
2. The Director of Graduate Studies will review transcripts and progress reports at the end of each semester, and will contact students who fail to receive a minimally acceptable grade of B+ in any course.
3. The Annual Review Committee will review all progress reports along with transcripts and discuss students' progress and their future course of study with the student. The Annual Review Committee consists of Department Chair, Director of Graduate Studies, and student's primary mentor.

Incomplete grades

1. Incompletes ("I") remain on students' transcripts even after a final grade has been given for a course, and students are strongly advised to **avoid** them. The presence of Incompletes on a transcript can significantly harm students' prospects when applying to fellowships and academic positions alike. Incompletes also handicap students in fellowship competitions. If you anticipate having to take an Incomplete, it is important to speak with the faculty member teaching the course well in advance to consider possible alternatives: do not wait to request an Incomplete until the day of a final paper is due! Before requesting an Incomplete, students should consult with the Director of Graduate Studies, and when a request for an Incomplete has been approved by a faculty member the student must **notify the Director of Graduate Studies by email**. The Director of Graduate Studies will then contact the faculty member to confirm the timeline for completion of the course. A "Y" grade is used for a course that has been approved to extend past one term and is not a recognized grade basis in the department. You must inform the GA if you expect a "Y" grade.
2. Students may accrue no more than one incomplete grade during any academic year.
3. Students who receive an Incomplete must confirm with the faculty member teaching the course a clear plan and deadline for completion of the coursework, and the Incomplete must be cleared during the next full ***academic semester immediately following*** the one in which it was given.

4. Any student failing to complete an Incomplete in the semester after which it was given and/or accruing a second Incomplete will be notified by the Director of Graduate Studies (see *Procedures* below).

Milestones

1. Each graduate student will be assigned a provisional mentor during the first semester of study, based on broadly declared interests. Students can change their provisional mentor and select the primary mentor by the end of the second semester of their first year of graduate study. Rackham's Mentoring Agreement must be signed by both parties by October 1 of the 2nd year of the graduate student's program of study.
2. Students should select their second advisor by the end of the second semester of their second year.
3. Annual Progress Review will take place in the first half of the winter semester each year, as a mentoring conversation between the student and a faculty committee, followed by a written summary report on academic progress. If the outcome of the review reveals that the student's progress in the program has stalled, the student will no longer be considered to be in good standing. (See *Procedures* below).
4. The reading lists for the qualifying examination should be completed in the semester prior to the one in which the exam is to be taken and approval of the lists by the respective mentors should be obtained in writing by January 10 (for a winter exam), by September 10 (for a fall exam)
5. The qualifying exam must be taken no later than the end of May of the third year (sixth semester) of graduate study.
6. The Dissertation Prospectus should be submitted and defended no later than the end of April of the fourth year (eighth semester) of study.
7. At least one advanced chapter draft should be submitted and defended before the dissertation committee by the end of the fifth year (tenth semester) of study.
8. Circumstances may arise that cause students to fall one semester behind in reaching any of these milestones. Students in these situations should consult with and gain approval from their academic committee chair, who should communicate that approval to the Director of Graduate Studies.
9. In extenuating circumstances, students may petition for an extension of any of the Graduate Program deadlines but only in truly exceptional cases will any extensions into the fourth year of graduate study be granted. (See *Procedures* below).

Progress Reports

1. For students in their second- year and beyond, an annual Progress Report must be submitted by the student and by the academic committee chair no later than January 15 each year.
2. Annual Progress Reports will be reviewed by the Director of Graduate Studies and the Department Chair to determine satisfactory progress.

Procedures

1. Any student failing to demonstrate satisfactory progress as defined above will be notified by the Director of Graduate Studies, who will convene a meeting with the student and the student's academic committee chair (if there is one).
2. The purpose of the meeting will be to set forth the conditions under which the student may be returned to good academic standing, including a deadline for completion of these conditions.
3. If the student has not fulfilled the conditions by the date set forth at this meeting, the Director of Graduate Studies will convene the Graduate Committee which includes the Department Chair, Director of Graduate Studies, and the student's primary mentor.
4. After reviewing the student's record, the Graduate Committee may determine unsatisfactory progress (at which point the student is no longer eligible for teaching or tuition support through the Slavic Department). The Graduate Committee may also decide to discontinue the student's participation in the program (at which point Rackham's procedures for Discontinuation and possible later Reinstatement process will be followed).
5. As always, it is the responsibility of the student to communicate to the Director of Graduate Studies, their primary mentor, and the Department Chair any circumstances, personal or otherwise, that may prevent the student from fulfilling either the requirements to remain in good standing or those conditions set forth to return to good academic standing.

Petitions

Requests for exceptions to any departmental regulations may be made only with a written petition to the DGS, who will present the petition to the Graduate Committee for discussion and a decision. Requests for exceptions to any Rackham regulations must be granted by the Rackham School of Graduate Studies.

Statement on Academic Integrity

Rackham provides its policies on academic standards and integrity in its Student Handbook, as well as in a separate document on Academic Integrity. Among rules that need particular emphasis is the one concerning multiple submission of term papers: "it is improper to submit the work one has done for one class or project to a second class or as a second project without first getting the informed permission of the second instructor. Acceptance of one piece of work that is submitted for two classes must be arranged beforehand." The Slavic Department requires that a student obtain agreement of both instructors before submitting one paper in two courses and notifies the DGS.

Teaching as a Graduate Student

Graduate Student Instructorship (GSIship)

The department regards faculty-supervised graduate instruction as an integral feature of doctoral education. Through structured opportunities to contribute to undergraduate instruction, graduate students develop skills in organization, presentation, and management that are essential to an advanced academic career and to a wide range of professions outside of academia. While students can "buy out" semesters designated for GSIships by obtaining outside support (typically through competitive fellowships within and beyond the university), the department strongly encourages graduate students to be proactive in seeking those teaching opportunities that will best serve their long-term educational and professional goals. While teaching assignments take graduate students' teaching preferences into account, please be aware that faculty cannot guarantee that students will be assigned to teach in their preferred courses.

The department typically offers GSIships in the following language courses:

Russian 101 (First-year Russian I)
Russian 102 (First-year Russian II)
Russian 123 (Intensive First-year Russian; summer only)
Russian 201 (Second-year Russian I)
Russian 202 (Second-year Russian II)
Russian 223 (Intensive Second-year Russian; summer only)
Russian 303(Intensive Third-year Russian; summer only)
Polish 121 (First-year Polish I)
Polish 122 (First-year Polish II)
UKR 151/152 (First-year Ukrainian)

And in the following literature and film classes:

Polish 314 (Polish Cinema)
Slavic 312 (Central European Cinema)
Slavic 313 (Russian & Ukrainian Cinema)
Czech 315 (Czech New Wave Cinema)
Russian 333 (Sport in Russia)
Russian 347 (Survey of 19th-century Russian Literature I)
Russian 348 (Survey of 19th-century Russian Literature II)
Russian 375 (Russian Literature and Empire)
UKR 316 (Ukrainian Cinema)

We also welcome graduate students' assuming GSI positions in other departments; students should pursue these opportunities in order to broaden their range of teaching experience. In the past our students have worked in the following departments:

Asian Languages & Literatures
CREES (Center for Russian, East European, and Eurasian Studies)
Film, Television and Media (FTVM)
Germanic Languages & Literatures
Romance Languages & Literatures
Women's and Gender Studies
Linguistics

GSI positions are considered a form of departmental financial support – they provide a 100% tuition waiver, health benefits, and a stipend for the semester (stipends are set annually; in 2023-24 the stipend is $12,990 per term for a 50% appointment) –and may be included in a funding package as such. The terms of GSIships are governed by contract between GEO and the University of Michigan and cannot be modified at the department level. Duties and time commitments specific to each GSI appointment are detailed in the fraction calculation signed by the graduate student and the supervising faculty member before the start of the teaching assignment; once executed, the fraction calculation and GEO contract allow the supervising faculty to delegate instructional authority to the GSI in strict accordance with the terms set forth therein. Should the GSI prove unwilling to fulfill the terms of the contract and fraction calculation, the instructional responsibilities delegated to the GSI may revert to the supervising faculty and/or department officers, as appropriate, and the department may seek to terminate the employment arrangement as provided in Article 8, Section A of the GEO contract. This outcome, which can be highly disruptive to faculty and undergraduates and carry serious consequences for graduate financing, is to be avoided. The department expects timely, cooperative communication about issues affecting GSI performance, whether from the supervising faculty member or from the GSI, before they become problematic.

Similarly, if a GSI is experiencing issues that require accommodation or modified duty, it is essential that these needs be communicated as early as possible to ensure continuity of graduate instruction and undergraduate education.

According to LSA guidelines, no student may be supported by a GSI appointment for more than 10 semesters – this includes Fall and Winter semesters where the student works as a GSI, but does not include any of the fellowships or scholarships described below as being administered by Rackham or LSA. Summer teaching, however, is exempt from these rules. The Slavic department offers classes in both the Spring and Summer half-terms, so graduate students can teach throughout the summer break if they wish to diversify their experience and broaden their teaching portfolio.

Academic Resources Guide

Director of Graduate Studies (DGS)

The Director of Graduate Studies has oversight of the graduate program. The DGS is in charge of all aspects of the graduate program. As such, s/he will be responsible for all aspects of graduate advising, recruiting and curriculum. Advising includes regular meetings with graduate students about Department policy, fields of study, courses and mentors, reading lists, prelims, topics papers, prospectus defense. The responsibilities of the DGS include:

- meeting with students in their first through third years at the beginning of each term to help them carry out a course of study appropriate to their interests and conform to departmental requirements and to discuss the students' ideas, desires, and concerns related to their academic pursuits
- chairing annual graduate reviews, which include meeting with each student individually, together with their primary mentor and the Department Chair, to discuss their past progress, future plans and any problems raised by the student or faculty, as well as writing follow-up graduate progress letters.
- provide mentoring to students in their first year, provide guidance and input to assist students in selecting a Primary Faculty Mentor
- ensuring that students fulfill their course requirements in a timely manner
- assisting them in selecting a dissertation committee
- mediating when conflicts arise with other members of the faculty
- serving on the Executive Committee and Curriculum Committee ex officio.

The DGS does not make any decisions regarding finances (such as awarding financial support, GSI appointments, etc.). Such decisions are made by the Chair of the Department.

Slavic Language Director

The primary responsibility of the Language Program Director is to manage the Slavic language program, shaping the direction and quality of each language's pedagogical program, ensuring effective language instruction, and fostering a positive learning environment for students. Responsibilities include, but are not limited to:

Curriculum Planning:

- Designing, developing, and updating curricula in Russian language courses in alignment with Slavic language program benchmarks, student needs, and foreign language methodology. This includes, but is not limited to: selecting textbooks; creating and updating syllabi, lesson plans/instructional materials, course descriptions, and Canvas pages; and scheduling language classes when taught by a Graduate Student Instructor.
- Coordinating with Polish, BCS, Ukrainian, and Czech language lecturers, as needed;

- Maintaining and updating placement exam materials in Russian, as well as coordinating all Slavic language placement exams with the Office of New Student Programs;
- Advising and mentoring language instructors, as needed, and resolving difficulties in the classroom in consultation with the Chair, as needed;
- Communicating classroom management and instructional issues of GSIs and lecturers to the Chair in a timely manner, as needed.

Student Support:

- Providing guidance and support to students, including academic advising on language-specific courses, counseling, and addressing student concerns or issues related to the language program.

Language Instructors Management:

- Recruiting, interviewing, and recommending Russian language instructional candidates (GSIs and lecturers) to the Chair to hire, as the need arises;
- Developing and presenting orientation materials for new and current GSIs and lecturers;
- Observing and providing written feedback to lecturers teaching a language course(s) for the first time;
- Recommending and supervising the Graduate Student Mentor;
- Mentoring language instructors and supervising GSIs and support staff (tutors) in language courses;
- Creating, reviewing, and annually updating the department's Language Handbook for GSIs and lecturers;
- Providing recommendations to the Chair regarding class assignments for departmental GSIs teaching languages sections;
- Organizing and leading regular pedagogical and professional development meetings for all language instructors;
- Nominating an outstanding GSI in language instruction for the Rackham Outstanding Graduate Student Instructor award, when appropriate;
- Recommending lecturer teaching assignments and schedule for Russian language courses;
- Responding to written inquiries related to the language program in a timely manner.

Event Planning:

- Preparing a budget for approval by the Chair/EC and coordinating undergraduate language recruitment events.

Additional Duties:

- Serving on departmental committees, including Lecturer Review committees and the Executive Committee, as needed;
- Providing support and resources to advance graduate student language proficiency.

Faculty Mentor

Each graduate student will be assigned a provisional mentor during the first semester of study, based on broadly declared interests. Students can change their provisional mentor and select the primary mentor at any time with the approval of the Director of Graduate Studies. The primary mentor will assist them in preparing for the qualifying examination, in developing a dissertation topic, and writing the dissertation prospectus. Typically, the primary mentor will go on to serve as

chair of the dissertation committee, though this is not required. Students should choose a faculty member with whom they can get along and who roughly shares their interests.

A Mentoring Agreement is a two-way agreement regarding academic needs and expectations. It is required to be signed by both the graduate student and faculty mentor. It is a collaborative document, co-written by the student and their Primary Faculty Mentor. By October 1 of the second year, Rackham's mentoring agreement must be signed by both mentor and student and turned into the Graduate Student Services Coordinator.

The student should select a second advisor by the end of the Winter term of the second year. The Primary Mentor and second advisor will in most cases be expected to serve on all milestone committees (qualifying exam, prospectus, and dissertation).

Starting in the student's second year of study, usually at the end of the Winter term, the department expects graduate students to meet with their mentors annually to discuss their upcoming plans and goals for the summer, as well as the student's intentions for research, writing, and/or study for the upcoming academic year.

Changing Mentors/Advisors

Students may find that the faculty member they thought would be best for guiding their research or chairing the dissertation committee is not, in fact, the right fit for the student. This can happen for a range of reasons, from a shift in intellectual interests to personal friction in the student/advisor relationship. Regardless of the reason for wanting to change advisors, do not panic. Enter the process of changing the advisor or dissertation chair, as all administrative processes within our community, with professionalism.

Depending on when a student decides they want to change their mentor/advisor, some deadlines and/or approvals (e.g., prelim exam reading lists, approval of dissertation chapters, registration of 995) may be altered up to two months. Flexibility and patience is essential when changing the mentor/advisor.

Students will continue to be fully-funded (within the five year funding commitment and as directed in their admissions offer letter) if they decide to change advisors.

Here are some basic guidelines for changing mentors/advisors.

- Seek the advice of another trusted faculty member and/or other professional staff to determine whether it is in fact desirable to change the advisor/dissertation chair. This is especially true if the relationship has a long history or if it occurs at the dissertation phase of their career.
- Think through the most diplomatic, respectful way to express to the advisor/ dissertation chair—and to others—why requesting this change.
- Before making any decisions about discontinuing the relationship, approach another suitable faculty member and inquire about the prospect of them serving as the new advisor

or dissertation chair. Avoid saying anything negative about the past advisor/dissertation chair and explain the desire to change only in professional terms. Faculty have the right to decline being a mentor if they feel that there is not enough overlap in interests.

- When deciding to make a change, be sure to inform the advisor/dissertation chair promptly, no matter how awkward this may be. Work out any differences with them. If work is owed to them, be sure to discuss this and arrange a schedule for completing all outstanding obligations. Please notify the Director of Graduate Studies and Graduate Student Services Coordinator. This is especially important since registering for 995 under the advisor's section number is a degree requirement.
- Be sure to complete or update any formal paperwork (e.g., the Dissertation Committee Form if changes are made to the composition of the committee).
- Remember that contacting the Rackham Resolution Office (734.764.4400 or RackResolutionOfficer@umich.edu) is an option if disputes arise during this process about changing mentors/advisors.

Mentoring Agreement

A Mentoring Agreement is a two-way agreement regarding academic needs and expectations. It is required to be signed by both the graduate student and faculty mentor. It is a collaborative document, co-written by the student and their Primary Faculty Mentor. A sample Mentoring Agreement is available here through Rackham. The Mentoring Agreement must be signed by both parties by October 1 of the second year of the graduate student's program of study.

Rackham offers a brochure that provides helpful advice related to mentoring. It is called How to Get the Mentoring You Want: A Guide for Graduate Students at a Diverse University.

Rackham's Graduate Student Handbook of Policies and Procedures

This handbook provides further information about Rackham policies, such as coursework, advancement to candidacy, registration, etc.

CREES

The University of Michigan Center for Russian, East European, and Eurasian Studies (CREES) is one of the nation's foremost institutes for interdisciplinary research and training on Russia, Central and Eastern Europe, Central Asia, and the Caucasus. CREES organizes over 50 public events each year, including lectures, conferences, films, and mini-courses. The study of Russia, other successor states to the former Soviet Union, and Eastern Europe constitutes the Center's core curriculum.

Library

The Hatcher Library has a good collection of Slavic materials that will suffice for teaching needs and basic research but will probably require some supplementing once you reach the

dissertation level. The Head of the Slavic Division is Brendan Nieubuurt. You can email him at bnieubuu@umich.edu, or visit him in the Area Studies Reading room on the first floor of the North building of Hatcher library. He would be the person to contact when you experience difficulties locating Slavic materials. He is in charge of acquiring Russian, Polish, and Czech books and also has responsibility for the entire former Soviet Union. If you spot any important gaps, bring them to the attention of faculty or Brendan as our area librarian.

Addresses and Contact Information

It is the student's responsibility to keep their addresses up to date. Students **should update their addresses in three places:**

1. via *Wolverine Access*. To do this, go to Wolverine Access, and click on *Student Business*. Log in, and choose the most recent term listed. Click on *Personal Information* and *Address and Phone Number*. Changing addresses on *Wolverine Access* will automatically change addresses at the *Office of Financial Aid*, the office responsible for the disbursement of fellowship awards, and the *Payroll Office*, the office responsible for the disbursement of GSI stipends.
2. at the Department. See the Graduate Student Services Coordinator or Executive Assistant to do this.
3. on the *U-M's Online Campus Directory*. This is an online database of contact information for students, faculty and staff at all U-M campuses. Student's should change their own entry by going to https://mcommunity.umich.edu/, enter in their uniqname in the search field and click on *Search.* Click on the name of the student, and then *Edit my information and away message*. Log in, click on the appropriate heading for the information that should be changed, and follow the instructions. Make sure to *Save* changes.