

GRADUATE HANDBOOK



Navigating Your Studies

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Welcome to ECE!

ECE at the University of Michigan is an inclusive space, where we treat ALL with respect. In our community, students, faculty, and staff, work together to ensure we are advancing a positive culture that is diverse, inclusive, and equitable. ECE respects all aspects of people including but not limited to race, ethnicity, gender expression, sexual orientation, social economic background, age, religion, body shape, size, and ability.

We are also a community that strives to create a sustainable future. As an active participant of Planet Blue, the department works to reduce waste and promotes compost and recycling.

We welcome you, and look forward to how YOU will make a positive difference in ECE!

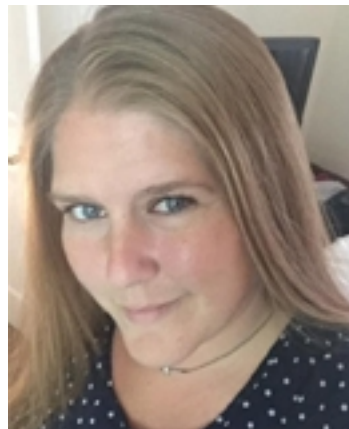
Important Contacts in ECE

Graduate Program Coordinators

The Graduate Program Coordinators are located on the 3rd floor of the EECS building in the Chair's suite, and are available to assist students in nearly all aspects of the student's studies. We will be a student's main contact during their time at Michigan, and welcome all questions to be emailed, called, or asked in person. In addition to being a student's one-stop-shop for information, the Graduate Program Coordinators also assist the department in creating the community for our graduate students by hosting social and cultural events. The Graduate Program Coordinators are a great resource to utilize, and enjoy assisting students in their studies in ECE. Appointments are not required, so stop by and say hi!



Johnny Linn
Master's Program Coordinator
EECS 3404



Kristen Thornton
PhD Program Coordinator
EECS 3403

Human Resources



Human Resources (HR), Anne Rhoades, processes students paid appointments (employment) within the department and will assist students through the new hire steps and time-reporting. Course support employment (Graduate Student Instructor (GSI), Grader) opportunities are coordinated by HR. Periodic email reminders about GSRA or GSI resources, tax reporting season, spring/summer tips, etc. are released at the beginning of each term.

Student should add rhoadesa@umich.edu to their email safe list to receive all the important information that is sent.

Senior Assistant



The ECE Senior Assistant, Amy Wicklund, ensures students are paid and fellowship information is entered into files. Students with questions regarding their student account, stipend payment information, or other student financial questions should contact the Graduate Program Coordinator, who will work with the ECE Senior Assistant to have the questions answered.

In addition to financial questions, the financial specialist assists with external funding. Students receiving external funding (i.e. funding from home country, NSF, external employment) should provide documentation for the funding to the financial specialist via thorntok@umich.edu

Office of Student Support and Accountability- Director



Angie Farrehi, Director of the Office of Student Support and Accountability (OSSA), is an advocate for all ECE students and can provide assistance in a wide range of academic needs. With an understanding of the demands/culture of engineering, Angie and OSSA can assist in a multitude of ways; from assisting in navigating studies to assistance in solving advisor/advisee concerns to helping with imposter syndrome, this resource is one that students can use any time.

OSSA is located in 129 Chrysler Center and can be reached by visiting their website: <https://ossa.engin.umich.edu/onoff-campus-resources/graduate-student-conflict-or-grievance-resolution-pathways/student-and-faculty-staff-department-conflicts/>

The Basics:

MCard

Students should obtain their MCard as soon as arriving to campus. This can be done by going to the MCard office on the 2nd floor of Pierpont Commons on North Campus or the Student Activities Building (SAB) on Central Campus.

The MCard is the student ID card at the University and provides many resources and even great discounts! The number listed on the MCard is a student's ID number, and will often be needed to assist university offices in accessing a student's file to answer questions they may have. On the back of the card are the student's unique name as well as the number for Counseling and Psychological Services (CAPS), in case assistance is ever needed. The MCard acts as a key for the College of Engineering buildings, and we encourage students to have their MCard on them at all times on campus.

In addition to the university services linked to the MCard, the MCard will also provide students with discounts around Ann Arbor and the world. With the MCard students are able to ride the Ann Arbor Area Transit for free, and it is always recommended to ask local retailers/restaurants if they offer MCard discounts. For more information on the MCard, please visit: <http://finance.umich.edu/treasury/mcard>



Building Hours

All North Campus buildings are open from 7:00am to 7:00pm Monday thru Friday (unless otherwise noted on the specific building). Outside of these days and hours, buildings are locked and are only available to those with allowed access to the building. College of Engineering students will have access to all of the engineering buildings, and are able to access the building by swiping/tapping their MCard on the keypads at the building entrances.

When buildings are locked, students should not open the doors for non-College of Engineering people who may want access.

Keys

PhD students assigned desk space will be issued a key request form by their area lab admin for their designated research space. Students should review emails for information about key requests, or visit the lab admin for their area, to receive the key request form. After obtaining the key request form, students should pick up the key from the Key Office on Central Campus (Key Office, 525 Church Street, Rm 1103, Ann Arbor, MI 48104-2572). The Key Office is open 7:30am-12:00pm and 12:30pm-3:45pm M, W, Th, F and on 7:30am-11:30am and 1:00pm-3:45pm Tuesdays.

Key requisitions will not be issued for labs until the relevant safety training has been completed. Proof of training is to be provided to your assigned lab manager below.

There is a \$20 cash deposit required for each key needed.

For more information students can visit:

<https://maintenance.fo.umich.edu/our-teams/facilities-maintenance/key-office/>

Two- Factor Login

For the security of all students, the University will require students have a two-factor login for specific University systems and department services. Two-factor means that when you log in, you provide two proofs of your identity. At the University that means your password plus Duo. You can choose from multiple Duo options at <https://documentation.its.umich.edu/2fa/options-two-factor-authentication>. An attacker who gets your password won't be able to log in as you without your Duo option.

Lost and Found

Lost and Found is located in the ECE Undergraduate Office, 3415 EECS. Students who locate items in the building that have been left behind, can drop the items off in 3415 EECS. Hours for Lost and Found at 9am-4pm Monday- Friday.

Mail System

Receiving Mail

All PhD students are issued a mail folder in which academic and research related material may be sent to. These folders are not for personal mail, personal mail should be sent to personal address and not the EECS building. Mail folders are located in filing cabinets in 2321 EECS and should be checked weekly for mail. In the case a package arrives, students will be notified and they will need to bring a photo ID to room 3402 EECS to collect the package. Larger packages sent to the EECS dock (EECS 1421) may be picked up from there with a photo ID. Incoming packages can be found at the ECE Packages Received link on the ECE Intranet.

Upon graduation, students should have all mail forwarded to their new address.

Sending Mail

Letters and small packages are able to be sent at the postbox located outside Pierpont Commons on Murfin Ave. Bigger items and items requiring expedited delivery can be sent via the United States Post Office located at 3000 Green Road, Ann Arbor, or via FedEx. There is a UPS Drop box in the EECS Atrium near the elevators for everyone's use.

Room Scheduling

There are different classrooms and conference spaces available in EECS for students who are needing meeting space to reserve. Students looking to book a conference room for a meeting or defense can contact the Graduate Program Coordinator with the date and time for the request along with what event would be held. Reservations should be made well in advance of actual event, as space can fill up quickly. Classrooms are more limited, and may not be available during the academic year during normal class time hours.

In addition to EECS, students are able to book rooms at the Lurie Engineering Center by visiting: <https://rpm.engin.umich.edu/lec-building-services/room-scheduling/>

Purchasing

If a purchase is required to be made for a lab or research, students should use the ECE purchasing system. To access the purchasing system, students should visit the ECE website (ece.umich.edu), click on the "Intranet" button on the top right corner, click on ECE Purchase Order System. Students will complete the form and select their faculty advisor as the appropriate approver.

Emails

Students must keep up to date with email correspondence from ECE, and check their UMich email daily. Email is the main way that the department will communicate with students, and send announcements. Students should save ece-announcements@eecs.umich.edu in their address book, as this email will be used to send numerous important emails including information about social/cultural events, job announcements, and fellowships. As the department understands that there is a large number of emails that can be received by students in a day, ECE will tag emails from this mailing address with the following tags:

EVENT
JOB ALERT
CAMPUS INFO
FELLOWSHIP

These tags can be used to help students better prioritize emails based on their own individual needs.

In addition to the ece-announcements@eecs.umich.edu students should also save the Graduate Program Coordinators' email address to their address book, to ensure all important communications are received.

Inclusive Spaces

Part of our commitment to diversity, equity and inclusion is to provide inclusive physical spaces for all members of the University community. The following are several resources to find locations of inclusive facilities across campus.

Graduate Student Lounge

There is a lounge for ECE graduate students in 3414 EECS. The lounge is a place where students can gather, charge their electronics at the courtesy station, play games, grab a drink, etc. ECE Popcorn Wednesdays, the second Wednesday of each month, September – April starting at 2:00pm., are in the lounge. Please see the graduate coordinator for the passcode.

Reflection Rooms

Reflection rooms offer space for meditation, prayer and/or time in quiet reflection. U-M provides three reflection rooms on north campus – in Pierpont Commons, the Electrical Engineering and Computer Science building (EECS 3000) and the North Campus Research Complex. University-wide there are 15 such spaces available.

Wellness Zone



Wellbeing is essential for all students, and to ensure students have the opportunity to recharge, Counseling & Psychological Services (CAPS) offers a Wellness Zone. The Wellness Zone is located in the lower level of Pierpont Commons and offers students the opportunity to self-care by utilizing services such as light therapy machines, meditation studios, yoga mats, and massage chairs.

The Wellness Zone is open Monday thru Thursday 8:00am- 7:00pm and Fridays 8:00am to 5:00pm.

Lactation Rooms

U-M is home to 54 lactation and personal care rooms, including several on north campus. They provide private and comfortable space for nursing mothers. The closest room to EECS is in GGBrown (2340A).

Gender Inclusive Restrooms

There are 93 unisex restrooms around U-M, which are inclusive to individuals regardless of gender identity or presentation.

Area Specific Information

Each research area of ECE has a general meeting location and support team that can assist funded students in a variety of ways. Lab admins provide information about kitchen availability, specific area conference/research rooms, and will often send communications about events specific to each area. The ECE team working with each of the areas welcome students to come and ask questions about upcoming research events, receive information about resources available, or just to say hi!

EECS Building Lab Managers

2114B EECS

Faculty Served: Aktakka, Ethem; Bhattacharya, Pallab; Blaauw, David; Chen, Yu-Chih; Cho, Jae Yoong; Dick, Robert; East, Jack; Flynn, Michael ; Forrest, Stephen ; Gianchandani, Yogesh ; Guo, Lingjie; He, Guohong; Islam, Mohammed; Kanicki, Jerzy; Kim, Hun-Seok; Ku, P.C. ; Lee, In Hee; Lee, Somin; Li, Tao; Lu, Wei; Mazumder, Pinaki; Mi, Zetian; Najafi, Khalil; Peterson, Becky; Phillips, Jamie; Qin, Yutao; Seymour, John; Sylvester, Dennis; Terry, Fred; Wentzloff, David; Woo, Jong-Kwan; Yoon, Eusik; Zhang, Zhenya; Zhong, Zhoui

Lab Manager: Barb Rice

3229 EECS

Faculty Served: Afshari, Eshan; Amhadi, Elaheh; Berenson, Dmitry; Finelli, Cynthia; Gilchrist, Brian; Gregg, Bobby; Grbic, Anthony; Kushner, Mark; Mahdavifar, Hessam; Michielssen, Eric; Mortazawi, Amir; Nashashibi, Adib; Pierce, Leland; Sarabandi, Kamal; Tseng, Leung; Ulaby, Fawwaz

Lab Manager: Michelle Chapman

4230 EECS

Faculty Served: Anastasopoulos, Achilleas; Avestruz, Al-Thaddeus; Balzano, Laura; Corso, Jason; Grizzle, Jessie; Fessler, Jeffrey; Freudenberg, James; Griffin, Brent; Hero, Alfred; Hiskens, Ian; Hofman, Heath; Lafortune, Stephane; Lim, Jaechan; Liu, Mingyan; Mathieu, Johanna; Meerkov, Semyon; Nadakuditi, Raj Rao; Owens, Andrew; Ozay, Necmiye; Pradhan, Sandeep; Revzen, Shai; Sarabi, Armin; Scott, Clayton; Seiler, Peter; Stark, Wayne; Subramanian, Vijay; Ying, Lei

Lab Manager: Kathy Austin

ERB Building Lab Admins

6106 ERB

Faculty Served: Deatore, Parag; Galvanauskas, Almantas; Kira, Mackillo; Maksimchuk, Anatoly; Muniz, Roberto; Nees, John; Norris, Theodore; Rand, Stephen; Steel, Duncan; Whitaker, John; Willingale, Louise; Winful, Herbert

Lab Manager: Car Nosel

Desk Space

Desk space is provided to eligible students, and location information would be sent by the lab admin for each area. Students will be notified if they are provided with a desk space, which is usually reserved for PhD students.

Printing

Most major/research areas offer resources for free printing for student working with cognizant faculty. Students should use these areas or other campus printing locations for their printing needs. Students should not print in the EECS Copy Room, as this is reserved for the use of faculty and staff only.

Emergency Information

The University, College, and ECE all work to create a safe and secure environment, and to help keep the environment safe, all ECE students should be aware of what to do and where to go when emergency situations arise.

Students should sign up for Emergency Alerts through the Division of Public Safety and Security (DPSS) <https://dpss.umich.edu/content/emergency-preparedness/emergency-alerts/> and if something seems suspicious, call 911 from your cell phone, or pick up an emergency phone located throughout the building to contact DPSS. When calling 911 from your cell phone, you must indicate you are calling from the UM Campus.

DPSS can be reached for non-emergency situations at 763-1131.

Fire and Chemical Spills

All students should be aware of emergency information for their lab as well as in general in the EECS building. In the case of fire or chemical spill within the EECS building an alarm will sound throughout the building. Fire alarms require that you leave through the nearest exit. Gas alarms required you exit west through the atrium doors or north through GG Brown. Anytime the alarm sounds, students are required to leave the building and not re-enter until it is deemed safe by department. During such alarms, there will be monitor at every entry way to assist. During alarms do not use the elevator. If you are in a building other than EECS you should be aware of your surroundings and the use proper exits based on the signage located in the building.

GSI's that are teaching when an alarm sounds must evacuate the classroom with the class immediately. Classes on the first floor of the building please exit the building through the doors leading to the Dow Building (west). Those on the second or third floors, exit through the GG Brown Lab (north). The fourth floor does not have an exit to GG Brown, therefore students must use the stairs to get to the third floor. Do not leave the building through the east doors or the doors leading to the Automotive Lab (south).

Once outside the building, students should go to a designated meeting area: either at the GG Brown entrance or at the Lurie Tower if you evacuated onto the diag.

Severe Weather

In the case of severe weather, students in the EECS building should take shelter in one of the following rooms in the 1000 corridor: rooms 1003, 1005 and 1012.

Emergency Equipment

The EECS building is equipped with defibrillators on each floor outside of the elevators. The defibrillators are removable, so if a person in need of one is not at the elevator, students may grab the defibrillator off of the way and take it to the injured person. Along with this medical equipment, there are fire extinguishers on each floor as well as emergency phones that will connect directly to DPSS with the location of the caller.

Lab Safety

Students should familiarize themselves with the safety features of their specific lab. In addition to understanding the safety features, students should understand the rules of the lab and follow them precisely. Students should familiarize themselves with the lab's Standard Operating Procedures and Chemical Hygiene Plans. Students should inform their advisor if the lab is being misused, or if there are safety concerns. If unable to go to their advisor, students are always able to report concerns to the Graduate Program Coordinator, who can provide resources on how to assist. Concerns should also be brought to the ECE Safety Committee's attention at ECESafetyCom@umich.edu.

Hazardous Materials

Hazmat is responsible for the collection and proper disposal of chemical, radioactive, and biological waste generated throughout the facilities during teaching, research, and clinical operations at the Ann Arbor campus. The Hazmat Program supports the University community by providing professional services and oversight. They can be reached at 763-4568.

Environmental Health and Safety (EHS)

Other safety information for labs can be found at EHS <https://ehs.umich.edu/>

ECE Safety and Coffee

On the third Wednesday of every month from September through April from 2:00pm to 3:00pm there is an informal meeting on different safety topics in the LNF Conference Room (EECS 1340). Coffee and cookies are served.

Active Shooter

Students should be vigilant and report things/people who may seem suspicious, or if information about unsafe things are heard. In the case that the University has an active shooter, safety is the top priority. Knowing what to do in advance increases your chances of surviving. Your reaction matters. Remember these three words—RUN, HIDE, FIGHT—these actions may save your life or the lives of others.

 RUN	<p>If there is an accessible escape path, use it.</p> <ol style="list-style-type: none">1. Move away from the threat as quickly as possible2. Evacuate regardless if others agree3. Leave your belongings behind	R U N
 HIDE	<p>If evacuation is not possible, find a secure place to hide and barricade your space.</p> <ol style="list-style-type: none">1. Lock and secure doors2. Create barriers to prevent or slow down the threat from getting to you3. Remain out of sight and quiet - silence your phone	H I D E
 FIGHT	<p>As a last resort — <i>and only when your life is in imminent danger</i> — attempt to disrupt and/or incapacitate the active shooter.</p> <ol style="list-style-type: none">1. Incorporate a distraction - throw items and yell loudly2. Commit to your actions - be aggressive and use improvised weapons3. Disarm the shooter - solicit help, there is strength in numbers	F I G H T

Important Services

CAEN

CAEN is the information technology (IT) services department for the University of Michigan (U-M) College of Engineering, and offers IT resources to support the College's educational, research, and administrative needs. CAEN provides services such as certain software (free of charge), equipment checkout, and online file storage. More information about the services available from CAEN can be located at: <https://caen.engin.umich.edu/about/>

Departmental Computing Organization

The EECS department is set up with its own computer support group - the Departmental Computing Organization, or DCO. DCO maintains the departmental servers and other computing infrastructure; assists with instructional development; and provides general computer consultation to faculty, students, and staff in EECS. See information that is available on the web at <http://www.eecs.umich.edu/dco> for specific DCO staff assignments. Any concerns with accounts whether they are EECS or ITS accounts, hardware or software problems or requests, or consultations regarding hardware or software, can be addressed by emailing to help@eecs.umich.edu. Computer orders on grants and contracts usually require prior approval; please see your lab administrator for approval.

Facilities

Facilities is able to assist students and the EECS building in a variety of ways, but in order to do so, students should be sure to report any problems to the Facilities main line by calling 734-647-2059 or 7-2059 on any phone located in EECS. Common problems reported include wet floors, leaking faucet, clogged toilet, and spills. Once a student calls in the problem, facilities will send an email confirmation to the student. Students should then forward that confirmation to the ECE Facilities Manager, Paula Pernia at ppernia@umich.edu. Paula will then follow up on behalf of the students if the issue has not been resolved in a timely manner.

Facilities can also assist students in the case an elevator gets stuck. In the case an elevator stops or door is jammed, students should use the phone located in the elevator (under the floor buttons). This phone will connect instantly to the facilities main line for priority assistance. Do not attempt to pry open the doors and leave the elevator, please wait for assistance.

University Health Services

University Health Services (UHS) provides a variety of medical care options for students in need. UHS services include non-urgent doctor appointments, women's health, eye appointments, and a pharmacy. Students also may use UHS to for advice from a nurse, to determine if they need to see a doctor or are able to treat their ailment with some self-care.

UHS is available to all students, and takes Grad Care among other insurance carriers. For more information, we recommend to visit <https://www.uhs.umich.edu>

Dental Services

Ann Arbor has many great dentists that will accept Grad Care. Students may use the Dental School <https://dent.umich.edu/patients/patient-information> or one of the local dentists. When contacting dentists to make an appointment, students should confirm that the dentists takes their specific insurance. Also, students should understand what benefits they selected with their dental insurance. Not all insurances cover all dental work at full price, some may have a co-pay or deductible, or may only cover general cleanings. Students should refer to their insurance information for their specific coverage.



Counseling & Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) provides confidential psychological and psychiatric services for currently enrolled U of M undergraduate and graduate students. CAPS strive to provide the following services in an atmosphere that is welcoming, comfortable and multi-culturally sensitive for all students:

- Individual and Couples Counseling
- Groups, Lunch Series, & Workshops
- Screenings (ADHD, Eating and Body Image, Alcohol and Other Drug Concerns)
- Gender Affirming Services for Trans/Nonbinary Students
- Crisis Services

Self-care is extremely important, and CAPS provides resources for students to navigate issues or feelings that they may be having. For more information on CAPS and to schedule an appointment, students should visit: <https://caps.umich.edu/counseling> After hours urgent support is also available by calling 734-764-8312 (press 0)

Payment Information:

Social Security Numbers

Social Security Numbers (SSN) and cards are required of all workers in the US and can only be applied for once a student is in the US and with employment for a period of time. Once assigned an SSN number, students will have that number forever. If the student has a number from previously employment, a new number will not be needed.

Students who do not have an SSN, will need to review the SSN applying steps on IC website (<https://internationalcenter.umich.edu/resources/tax/applying-ssn-card>) and receive a signed request form from HR to start the process via email (https://internationalcenter.umich.edu/sites/default/files/forms/ssn_F1_request.pdf) to start the process via email.

Once a student has their SSN card they should complete the personal data validation form <https://ssc.umichsites.org/wp-content/uploads/sites/75/2018/05/PDVF.pdf> and bring the completed form with original SSN card to one of the I9 processing centers on North Campus or Central Campus.

Students on Fellowship their first semester/year are unable to apply for an SSN but will need to apply for an Individual Taxpayer Identification Number, information about the ITIN will be sent via email.

Timesheets

Students working as a Grader, Graduate Student Instructor (GSI) and Graduate Student Research Assistant (GSRA) are required to keep track of hours and complete a time sheet each week. Time sheets are submitted bi-weekly, with the following weeks being the date that students are paid.

Time sheets should be accurate and submitted by the Wednesday/Thursday the week it is due. Reminders will generally go out each of the weeks that time sheets are due, but it is the responsibility of the student to submit time sheets each week it is due.

Taxes

All students who receiving a paycheck or funding are required file US taxes. Students on a fellowship may be required to take out their own taxes on the funds received. The university, as a withholding agent, is not required to withhold on fellowships or scholarships unless the recipient is a nonresident alien.

U.S. citizen or resident alien students, will not receive a form at calendar year-end with reporting information about their fellowship. If students require documentation, letter may be requested from the Payroll Tax Section that states the amount of the fellowship. To receive a letter, please send an email with your name, UMID, and address to khassan@umich.edu

Nonresident alien students will receive a Form 1042S at calendar year-end for the amount received in fellowship or scholarship funds.

There are seminars held during the year to aide students in reporting fellowship funds when filing their tax forms.

For more information students may visit:

<https://webapps.lsa.umich.edu/psych/downloads/Tax%20Information%20for%20Graduate%20Students.pdf>

For tax related questions, please contact the Payroll Office by sending an email to payroll@umich.edu, or visit: <http://www.finops.umich.edu/payroll/contact/tax>

Payment Schedule

Students receiving funding should sign up for Direct Deposit. This can be done on Wolverine Access: self service > payroll and compensation > direct deposit.

Failure to set up direct deposit will cause the paycheck to be held at Wolverine Tower (3003 South State Street, Ann Arbor, MI, 48109).

Payroll is at the end of the month on the last business day of each month for students who are GSRA or GSI. Students on fellowship will receive their pay roughly the third week each month. Exact payment dates will be emailed each year for reference.

Vacation Policy

There is no official vacation period provided to GSIs or GSRAs. Students on GSI and GSRA are expected to be available throughout the course of the term of appointment. Time away from the position must be approved by the advisor and cannot interfere with the responsibilities of the appointment. Students taking time away from the appointment, may lose funding during the time away, and should discuss and confirm their funding situation with their advisor.

Student Information:

Internships

Internships offer many great benefits for students including gaining new skills, practicing current skills, and networking with future employers. Internships must be approved by academic or research advisor, and students must be in good academic standing before applying for an internship.

Graduate students seeking to do an internship during their studies will need to follow the below steps to ensure that they are meeting the requirements of the ECE program, U-M policy, and federal law.

All Students

- Complete the Internship Notice Form
 - [PhD form](#)
 - [Master's form](#)

PhD Students

- Speak with advisor for to discuss internship and semester funding.
- [Complete CPT Requirements](#) (International Students Only)
- Meet with Graduate Program Coordinator to confirm internship information

Master's Students

- [Complete CPT Requirements](#) (International Students Only)
- Meet with Graduate Program Coordinator to confirm internship information

Out of Country Travel

The University provides a secure system for students to record travel plans and contact information. The registry is a convenient, one-stop service that supports emergency communications and access to University approved travel abroad health insurance.

Students traveling out of the country for internships, conferences, and/or study are required to register with Global Michigan at <https://global.umich.edu/students/>

Students travelling abroad must also purchase international health insurance which can be purchased by visiting: <https://uhs.umich.edu/tai/>

Leave of Absence

PhD students are required to maintain continuous full-time enrollment, however at times there may be events that arise that prohibits a student from being enrolled. In this case PhD students may request a leave of absence. Rackham's Leave of Absence Policy enables students to officially suspend work toward their degree for a limited time. A leave will be granted to students for illness (either physical or mental) or injury, to enable them to provide care or assistance for family or dependents, to allow them to meet military service obligations, or for other personal reasons.

Leave of Absence can range from 1 term to 4 terms based on the type of leave. During this time, students are not permitted to work toward their degree or use the time to "catch up" on research- all progression toward degree is on hold. Students may not receive funding during a leave, and tuition that may have already been charged for that term could become the responsibility of the student. Students should contact their advisor and the Graduate Program Coordinator to ask questions and to assist with the leave application process.

For more information on the types of leaves and how to apply for a leave, students should visit: <https://rackham.umich.edu/navigating-your-degree/leave-of-absence/>

As Master's students do not have a continuous enrollment policy, a Leave of Absence is not required for Master's students.

Getting Involved in Groups

ECE, the College of Engineering, and the University of Michigan have a variety of cultural, social, and professional groups available for students to join. More information on the groups can be found here: <https://www.engin.umich.edu/about/ann-arbor-campus/student-life/student-orgs-activities/>

In addition to the College and University groups, ECE has many groups available to students, including ECE Student Ambassadors, ECE Graduate Student Council, and ECE Mentorship/BuddEE Program.

ECE Student Ambassadors

ECE Student Ambassadors play an integral role in recruitment and admissions programs, alumni engagement, and division activities as a whole. ECE looks for Student Ambassadors to assist with recruiting prospective students, engaging division alumni and donors, and showcasing all that ECE has to offer. Student Ambassadors serve as representatives of the division to a variety of constituents, thus requiring positive interactions and attitudes. Student Ambassador can earn between \$250-\$1,000 for a professional conference, professional development events, or research projects.

For more information on the ECE Student Ambassador Program, please visit <https://www.eecs.umich.edu/eecs/graduate/ece/ambassador-application.html> or Contact John Feldkamp via email feldkamj@umich.edu

Graduate Student Council

The Graduate Student Council (GSC) is an organization comprised of ECE Graduate Students. Throughout the year GSC organizes a variety of social, cultural, and professional development events for all ECE graduate students to participate in. The mission on the GSC includes:

1. To promote the welfare and address the concerns of the ECE graduate student body
2. To create programs and initiatives that provide opportunities for growth and interaction
3. To communicate with the ECE faculty and administration on behalf of graduate students
4. To act as a resource for new and incoming graduate students

All ECE graduate students are eligible to join GSC. For more information or provide suggestions for future events please email ece-gsc-board@umich.edu



ECE Mentorship/BuddEE

ECE Mentorship/BuddEE's is a PhD mentorship program developed to promote community building and inclusivity within the department. Mentorship allows students, especially those in underrepresented minorities and women in engineering, to build connections and gain a sense of belonging in the department. Students in this program will also have the opportunity to learn from others of different cultures and backgrounds, promoting diversity amongst students. The goal is to build connections and create greater sense of inclusivity amongst the student community.

To Join – The summer before each academic year, emails will be sent out to all current ECE PhD students with a link to sign up as a mentor. Incoming students will also receive an email over the summer to sign up to be a mentee in the program. Students will then be matched based on interests and goals. To join during the academic year, email Linda Gong (lgongnd@umich.edu), the GSC BuddEE's officer to be matched as either a mentor or mentee in the program. Joining during the academic year means that you will be added onto an existing BuddEE's team.

Grant Opportunities

Rackham Graduate School Grants

The Rackham Graduate School offers a variety of grants for students to self-apply for. All grants from Rackham require student to be in good academic standing, and are accepted on an on-going basis. Please note, not all Rackham grants are available to all students. Please review grant information or visit Rackham Graduate School's website for more information about each specific grant. [Rackham Funding / Grant Page](#)

Rackham Conference Travel Grants

The Rackham Conference Travel Grant is intended to provide opportunities for Rackham graduate students to become familiar with, and participate in the life of, their academic professions. Applications must be submitted before the first day of the conference for travel through the end of the final term of registration. The conference may occur anytime up through the final semester of registration. Applications will not be considered for retroactive funding.

Rackham Research Grants

The Rackham Graduate Student Research Grant is designed to support Rackham graduate students who need assistance to carry out research that advances their progress toward their degree.

Rackham Professional Grant

Rackham Professional Development Grant is intended to support Rackham doctoral students seeking careers both within and outside academia. This funding is to support short-term experiences that promote the development of professional skills which will further a student's career goals.

Rackham Graduate Student Emergency Funds

Helps meet the financial needs of Rackham graduate students who encounter an emergency situation or one-time, unusual, or unforeseen expenses during their degree program.

Rackham Graduate Student Professional Travel with Children Grant

Supports Rackham graduate student parents who incur expenses while traveling with small children (under the age of 6) while attending conferences, workshops, meetings or other academic events as part of their scholarly research or in pursuit of professional career readiness both within and outside of academia.

Department Nominated Grants

In addition to the grants that students self-apply for, there are a variety of other grants that require department nomination. These grants will be sent to faculty and students via email. Application process will vary depending on requirements of each grant, but will be thoroughly detailed in 'Call for Nomination' email.

Important Links

Building Map: <https://www.eecs.umich.edu/eecs/visitors/EECSmap.pdf>

Campus Map: <https://maps.studentlife.umich.edu>