



THE UNIVERSITY OF CHICAGO  
**GRAHAM SCHOOL**  
CONTINUING LIBERAL AND PROFESSIONAL STUDIES



# **Graham School Student Handbook For Credit & Degree Programs**

**Masters Programs  
Returning Scholars  
Graduate Students at Large  
Graduate Students at Large Business**

**2019-2020**



## **WELCOME**

Welcome to the Graham School of Continuing Liberal and Professional Studies at The University of Chicago. This handbook provides current information about the Graham School's policies and practices. It should be used as a supplement to the [Student Manual: University Policies and Regulations](#). The Student Handbook does not override curriculum, degree requirements, and other matters described in the School's Graduate Announcements.

We encourage you to make the most of the transformational experience provided by the University of Chicago's academic community.

Best,

Jarquetta Egerton  
Associate Dean of Students



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*The University of Chicago is a community of scholars dedicated to research, academic excellence, the pursuit and cultivation of new knowledge, and the robust intellectual exchange among faculty and students. In support of this mission, every member of the University - student, faculty, other academic appointees, and staff - makes a commitment to strive for personal and academic integrity; to treat others with dignity and respect; to honor the rights and property of others; to take responsibility for individual and group behavior; and to act as a responsible citizen in a free academic community and in the larger society. Any student conduct, on or off campus, of individuals or groups, that threatens or violates this commitment may become a matter for action within the University's system of student discipline.*

*The University expects a student who has accepted admission and those who have not yet assumed the role of a student at the University to have made the same commitment. The status of student may be deferred or revoked for fraud, misrepresentation, material omission of fact, dishonesty, violation of University standards in the application for admission, violation of University academic standards, or any other pre-matriculation misconduct.*



## **ABOUT THE GRAHAM SCHOOL**

Since the University's founding in 1890, the University of Chicago Graham School of Continuing Liberal and Professional Studies has served as the center of innovative lifelong learning at the University of Chicago. Connecting people around the world to the University of Chicago's distinct educational tradition, the Graham School offers a diverse collection of courses and certificates. The Graham School is dedicated to curating and disseminating the university's rich content for a broader set of learners in ever more innovative ways; helping the university engage civically, globally, and with the latest innovations in teaching and learning.

## **STUDENT CATEGORIES**

### **Degree Seeking**

You are a degree student if you have been accepted into one of the following degree programs offered by the Graham School:

- Master of Arts in Teaching
- Master of Liberal Arts
- Master of Science in Analytics
- Master of Science in Biomedical Informatics
- Master of Science in Threat and Response Management

### **Non-Degree Seeking**

Graduate Student-at-Large and Graduate Student-at-Large Business: The Graduate Student-at-Large programs enables students to take undergraduate or graduate credit courses at the University of Chicago for grade and credit.

Returning Scholar: The Returning Scholar program enables students who have completed a bachelors program to audit undergraduate or graduate credit courses at the University of Chicago.

Alumni Scholar: The Alumni Scholar program enables students who have completed a master's of science degree at the Graham School to take graduate courses within the program for which they are an alum.

Liberal Scholar: The Liberal Scholar program enables students who have completed a master of liberal arts degree at the Graham School to take graduate courses within the program for which they are an alum.

For-credit certificate students: The Postgraduate Certificate in Medical Physics provides a year-long professional track for individuals who have earned a PhD in physics.

## **LOCATIONS**

The main administrative offices of the Graham School of Continuing Liberal and Professional Studies are located on the 2<sup>nd</sup> floor of the Press Building on the Hyde Park campus, 1427 E. 60<sup>th</sup> Street, Chicago, IL 60637.



The Graham School has two primary locations where classes are offered.

**Gleacher Center** (450 N Cityfront Plaza, Chicago, IL 60611)

**Hyde Park** campus

NBC Tower (455 N Cityfront Plaza, Chicago, IL 60611)

## EMERGENCY INFORMATION

The University of Chicago's Comprehensive Emergency Management Program outlines strategies to protect the life safety of University students, faculty, and staff, and to preserve University property and assets in the event of an emergency. The Emergency Management [website](#) is a resource the University community can use to receive information on how to prepare for emergencies and how to protect themselves from the effects of an emergency.

### Emergency Contact Information

At any time you may call 911 to report an emergency.

**Hyde Park:** To report an emergency that may threaten the community, contact the University of Chicago Police Department: 123 (on-campus phone), or 773.702.8181 (from an off-campus phone).

**Gleacher Center:** To report a life threatening emergency call 911. To report a non-life threatening emergency and receive assistance contact Graham School Gleacher Center office staff at 312.464.8655 or the security desk staff at 312.464.8777.

### cAlert Electronic Mass Notification System

The [cAlert](#) system is the University's electronic emergency mass notification system, which enables University officials to provide notification and informational updates to members of the University community prior to, during, or after an emergency.

This comprehensive notification system possesses the capability to target a University-wide audience or it can be tailored to specific user groups or facilities. Through the cAlert system, the University can keep everyone informed before, during, and after events, whether the events are an emergency or non-emergency.

The cAlert system will be used only to contact you in case of emergency, a University closing, or some other event that requires rapid, wide-scale notification of the community.

### UChicago Safe Mobile Safety App

UChicago Safe is a free app to quickly access safety information by the tap of an icon. The University of Chicago's Department of Safety & Security and AppArmor have developed this app to provide information for emergencies and links to safety resources. The app is easy to download and free. Some of the provided services are:

- Direct calling capabilities for the UCPD and CPD with the tap of an icon



- Mobile blue light sends your location and calls UCPD simultaneously
- Links to safety resources
- The ability to report a crime or speak to our dispatch center

UChicago Safe will provide information for emergencies and what to do in case of an emergency. Access to transportation information can be accessed on the app as well. Scroll down to view the UChicago Safe App video.

The App is available here:

Android: <https://play.google.com/store/apps/details?id=com.cutcom.apparmor.uchicago>

App Store: <https://itunes.apple.com/app/id1434578008>

Support

Have questions about UChicago Safe? Suggestions? Issues? Feel free to email, [cops@uchicago.edu](mailto:cops@uchicago.edu).

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UChicago Safe will provide information for emergencies and what to do in case of an emergency. Access to transportation information can be accessed on the app as well.

Visit '[Your Safety](#)' on the web to view the UChicago Safe App video.

## **CLOSINGS AND CANCELLATIONS**

The Graham School follows the university direction when it comes to cancelling classes due to inclement weather. Official campus notifications are always posted on the University of Chicago's main page and may also appear on the Graham School's main page.

## **GLEACHER BICYCLE PARKING**

If you are riding your bicycle to Gleacher please be sure to only lock your bicycle to designated bike racks. All others may be removed and taken to the City of Chicago pound. Owners of impounded bicycles are responsible for retrieving them and paying all associated fees.



## **STUDENTS RIGHTS AND POLICIES**

### **UNIVERSITY POLICIES AND REGULATIONS**

The [Student Manual](#) is the official statement of University policies and regulations, and expected standards of student conduct that are applicable to all students. The Graham School provides additional guidance in this manual on policies that are applicable or not applicable to specific programs and student classifications.

### **FREE EXPRESSION AND THE KALVEN REPORT**

In 2014 a committee of faculty members from across the University was convened by President Robert J. Zimmer and Provost Eric D. Isaacs, chaired by Geoffrey Stone, Edward H. Levi Distinguished Service Professor of Law. They were charged with crafting a statement “articulating the University’s overarching commitment to free, robust, and uninhibited debate and deliberation among all members of the University’s community.” This [report](#) reflects the University of Chicago’s commitment to and tolerance of multiple forms of free expression, an important value of the University and its community.

### **UNLAWFUL DISCRIMINATION AND SEXUAL MISCONDUCT**

The University of Chicago is a community of scholars dedicated to research, academic excellence, and the pursuit and cultivation of learning. Members of the University community cannot thrive unless each is accepted as an autonomous individual and is treated without regard to characteristics irrelevant to participation in the life of the University. Freedom of expression is vital to our shared goal of the pursuit of knowledge and should not be restricted by a multitude of rules. At the same time, unlawful discrimination, including harassment, compromises the integrity of the University. The University is committed to taking necessary action to prevent, correct, and, where indicated, discipline unlawful discrimination.

Sexual misconduct may violate the law, does violate the standards of our community, and is unacceptable at the University of Chicago. Sexual misconduct can be devastating to the person who experiences it directly and can adversely impact family, friends, and the larger community. People who believe they have experienced any sexual misconduct are encouraged to report the incident and to seek medical care and support as soon as possible.

You may find complete information on the University’s policy and procedures related to discrimination and sexual misconduct on the University of Chicago’s [website](#).

### **DISCIPLINARY PROCEDURES**

#### **Graham School Dean of Students Disciplinary Action**

Conduct involving possible violation of University policies and regulations and other breaches of standards of behavior expected of University students should be brought promptly to the attention of the Dean of Students of the Graham School. Conduct involving a violation of the Policy on Harassment, Discrimination and Sexual Misconduct should be brought promptly to the attention of the Title IX Coordinator for the University and/or the Associate Dean of Students in the University for Disciplinary Affairs in Campus and Student Life.



Reports from the University Police about student misconduct will routinely be brought to the Graham School Dean of Students for possible disciplinary action. Furthermore, the Dean of Students may investigate and recommend disciplinary action based on reports from third parties of arrests, citations, or other conduct from external parties that come to the attention of the Dean of Students.

Such violation and breaches of standards include but are not limited to: plagiarism, cheating on examinations, falsifications of documents or records, theft, vandalism, violation of computing policies, violation of the alcohol and other drug policy, physical or verbal abuse that threatens or endangers the health or safety of others, violation of an administrative department's regulations, failure to comply with directives of University officials including the University Police, and violation of the terms of imposed disciplinary sanctions.

Generally, the person bringing the allegation of misconduct first will discuss the allegation with the Dean of Students or designee. The Dean of Students will conduct an inquiry into the facts, which may include but is not limited to interviews, obtaining written statements from pertinent people, and/or reviewing relevant documents. If the Dean of Students determines that the circumstances warrant it, the Dean of Students will arrange for a meeting with the accused student as soon as practicable. In the meeting, the Dean of Students will inform the accused student of the alleged misconduct and will discuss the allegation. Based on the inquiry the Dean of Students has the discretion and authority to dismiss the complaint, to resolve the complaint informally with the parties, to resolve the complaint formally, or to refer the complaint to the Academic Dean with a recommendation to convene an Area Disciplinary Committee

If the Dean of Students resolves an allegation of misconduct informally, the Dean of Students may give the accused student and official warning and suspend specific student rights and privileges for a designated period of time. A copy of the written notice warning the accused student that the student is violating or has violated University policies or regulations will be placed in the student's educational record and retained according to the retention policies delineated above (see the section "Record Maintenance" above). If the Dean of Students later finds that the student has engaged in additional misconduct, the Graham School Area Disciplinary Committee may be informed of the earlier warning. If the Disciplinary Committee is informed of the earlier warning the Committee must consider it in determining further sanctions.

In Situations where an individual student has acknowledged responsibility for misconduct and the most likely outcome for the misconduct would be a sanction of warning or disciplinary probation if the Disciplinary Committee were be convened, the Dean of Students (or designee) may offer to resolve the allegation of misconduct formally without referral to the Area Disciplinary Committee. In such matters, the Dean of Students can propose the sanction of an official warning or place the student on disciplinary probation for a specified period of time (e.g.. a quarter, a year, for the duration of the student's enrollment, etc.). The student will be given the option to accept or reject this offer for resolution in writing. If the student rejects this offer for resolution, then the Dean of Students may refer the complaint to the Academic Dean with a recommendation to convene the Graham School Disciplinary Committee. If the student accepts the Dean of Students' offer for formal resolution, the decision becomes final and unreviewable within the University, with one exception: If the Graham School Dean of Students later receives new



information that materially changes their evaluation of the case, then the Dean of Students may withdraw the formal resolution and refer the complaint to the Academic Dean with a recommendation to convene the Graham School Disciplinary Committee. If the Dean of Students later finds that the student had engaged in additional misconduct, the Graham School Disciplinary Committee may be informed of this resolution. If the Disciplinary Committee is informed of this resolution, the committee must consider it in determining further sanctions.

If the Dean of Students refers the case to the Graham School Academic Dean with a recommendation to convene the Graham School Disciplinary Committee, and the Academic Dean decides that the Graham School Disciplinary Committee is to be convened, the Graham School Dean of Students will ask the complainant to submit in writing the allegation as well as any available documentation supporting the allegation. The Dean of Students will inform the accused student of the allegation, give the accused student a copy of the Graham School's disciplinary procedures and ask the accused student to prepare a written response to the accusation. If there were witnesses to the alleged misconduct, the Dean of Students may ask pertinent witnesses to come before the disciplinary committee to answer questions and/or may ask witnesses to submit a written statement.

A complainant should make every effort to include in the complaint all germane facts known at that time and provide all available supporting materials. Normally, once a disciplinary committee is convened, the complaint will not be revised to include new or different allegations or supporting materials

However, if new or different allegations are made a disciplinary committee is convened, the Graham School Dean of Students may decline to investigate, or recommend that the same disciplinary committee or another disciplinary committee should decide new or different allegations based on facts that were known or should have been known to the complainant at the time of the initial complaint, or that were discovered in the course of the investigation.

On the rare occasion that the accused student makes a complaint against the complainant, the Dean of Students may investigate the accused student's complaint at or about the same time the Dean of Students investigates the complainant's original complaint. The Dean of Students may decline to recommend that a disciplinary committee hear either complaint or both of the complaints. The Dean of Students also may recommend that both complaints be simultaneously heard by a single disciplinary committee or heard separately by the same or different disciplinary committees.

### **Graham School Area Disciplinary Committee**

The Graham School Area Disciplinary Committee is ordinarily comprised of three faculty members, one current Graham student, a non-voting representative from Campus and Student Life, and the Dean of Students or their designee, who are also non-voting members of the committee. The Dean of the Graham School or their designee chooses and officially appoints the committee members. The Dean of Students or their designee calls the group together for a hearing when all the preceding elements have concluded in the academic disciplinary process.

The Dean of Students or their designee will prepare documents for examination by the committee. The Dean of Students or their designee will also ask for the participation of appropriate individuals in the hearing process. In addition to the accused student, these individuals will ordinarily include individual who has made the complaint of misconduct. The following are general guidelines which will govern the committee process:



1. The Dean of Students or designee will appoint one person to serve as the chair of the committee. The chair will lead the hearing process.
2. The committee will listen to presentations by all person called to participate in the hearing.
3. The committee may directly ask questions of all hearing participants.
4. Hearing participants must ask the committee for permission to directly question another participant in the hearing process.
5. After the conclusion of the hearing, the committee will deliberate in a closed session to determinate possible violations and sanctions. The committee will make its determination of possible violations by majority vote and using the preponderance of the evidence standard, *i.e.*, whether it is more likely than not a violation occurred.

Students may review additional information about the Area Disciplinary Committee process, including students' rights and responsibilities, the role of a student's support person, and potential sanctions, in the [student manual](#).

## ACADEMIC DISHONESTY

It is contrary to justice, academic integrity, and to the spirit of intellectual inquiry to submit another's statements or ideas of work as one's own. To do so is plagiarism or cheating, offenses punishable under the University's disciplinary system. Because these offenses undercut the distinctive moral and intellectual character of the University, we take them very seriously.

Proper acknowledgment of another's ideas, whether by direct quotation or paraphrase, is expected. In particular, if any written or electronic source is consulted and material is used from that source, directly or indirectly, the source should be identified by author, title, and page number, or by website and date accessed. Any doubts about what constitutes "use" should be addressed to the instructor.

Charges of academic fraud against students are subject to the University's policy on academic fraud when the regulations of the external sponsors (e.g. the federal government) are involved as determined by the Office of the Provost. In all other cases, charges of academic fraud against students are subject to this academic fraud policy only to the extent that they involve dissertations, capstone projects, or master's thesis from students who have received their degrees, or work published or submitted for publication; other cases of academic fraud by students are subject to the University's area disciplinary system.

Instructors are expected to document each instance of academic fraud and share the incident with program staff. Program staff will share all viable reports to the Dean of Students office, no matter the number of occurrences. Documentation (in the form of an email), should include a summary of the occurrence, outcome of conversation with student, and attached assignment/work in question.

Students may not be cited as committing academic fraud without proper due process. Outcomes will be determined on a case by case basis. However, in cases of academic fraud, sanctions may include:

- Letter of warning
- Failing grade on an assignment



- Reduced or failing grade for the course
- Academic probation
- Dismissal from the program

## ACCOMODATIONS FOR PERSONS WITH DISABILITIES

The University strives to be supportive of the academic, personal and work-related needs of each individual and is committed to facilitating the full participation of students with a disability in the life of the University.

The office of Student Disability Services works to provide resources, support and accommodations for all students with disabilities and works to remove physical and attitudinal barriers, which may prevent their full participation in the University community.

### Requesting Reasonable Accommodations

If you are interested in requesting disability accommodations, we suggest that you begin by reading through the information published on the [Student Disability Services](#) website. Also, please do communicate your requests as soon as possible to [disabilities@uchicago.edu](mailto:disabilities@uchicago.edu), or by phone at 773.702.7776.

Appropriate, professional documentation verifying the disability and specifying recommended accommodation(s) must be provided to support the request. Assuming the documentation is current and complete, the review and decision process may take up to ten weeks.

## ACADEMIC PROGRESS FOR DEGREE SEEKING STUDENTS

Program staff regularly evaluate student academic progress. Staff use the criteria outlined below, along with their judgment, to determine how well a student is doing. In doing so, staff balance a program's academic or professional expectations with providing appropriate support to students, when needed, so that they can reach their goals. Adult lives can become complicated and students are encouraged to talk to their program staff directly should they experience (or anticipate) situations that may impede their progress.

All students in degree programs make satisfactory academic progress if they:

- Receive passing grades in all courses, as outlined by academic program policy.
- Have one or no incomplete courses.
- Make measurable progress through coursework and, depending upon program, other requirements such as writing a thesis or completing a capstone project.
- Maintain a cumulative B (3.0) grade point average;

Program staff may determine that a student is making unsatisfactory academic progress if the student:



- Receives a failing grade in any course. (Note: Students who receive a failing grade may be involuntarily withdrawn from their program of study. Additionally, the course will not count toward a program's course requirements.)
- Has incomplete courses. Registration for additional courses is restricted for students with more than one incomplete course.
- Has more than one late course withdrawal which has resulted in a mark of "W" on their official transcript.
- Does not make measurable progress, especially after a year. Measurable progress is often determined within the context of how long the student has remaining to complete the program.
- Does not meet degree program grade expectations.

Students who do not make satisfactory progress may be:

- Placed on academic probation. The terms will be defined by the program staff and provided to the student in writing.
- Asked by program staff to develop an academic progress plan that will be considered for approval by program staff. Once a plan is approved the student is responsible for meeting the specified conditions. Failure to do so may result in being involuntarily withdrawn from the program.
- Involuntarily withdrawn from their program of study.
- Unofficially withdrawn for Title IV Federal aid at which time Financial Aid must cancel and return 50% of the Title IV Federal loans and/or TEACH grant funds received.

## **ATTENDANCE AND PARTICIPATION**

Students are expected to attend and participate in each class. Absences and tardiness not only can result in a lowered grade but also jeopardize a student's standing in a program. Students should carefully review each course syllabus for specific guidance on attendance and participation. Students have the responsibility to communicate in a timely manner with faculty and course instructors regarding absences.

## **CHANGES OF INFORMATION**

The Graham School reserves the right to change without notice any statement, including but not limited to, course offerings, dates, costs, and instructors.

## **DEFERRING ACCEPTANCE**

Students are accepted and admitted into the quarter and year to which they applied. Newly admitted students must consult the academic program for program specific deferral policy. However, in some cases, newly admitted students who do not register or drop their registration in the quarter in which they were admitted may request deferred enrollment for up to one entry term and not more than one year from the date of the original offer of admission. During this time, students may request approval to take a course offered by the program while not enrolled as a degree seeking student in the program. Approvals are made by the director of each program. Those who exceed this policy will have their student status withdrawn and will need to fully reapply.



## EMAIL

Upon acceptance students are expected to routinely check their University provided email address for all official correspondence from the Graham School. IT Services provides all current faculty, staff and students with an uchicago.edu email address. Your email address takes the format of CNetID@uchicago.edu. Students must abide by the [IT policies](#) that govern the use of emails.

## GRADES

Students may obtain their grades via [my.uchicago.edu](http://my.uchicago.edu). Due to security concerns, no grades may be given out over the telephone or by email.

### Common Grade Policy for Credit Programs

Graham School credit programs follow the University's "COMMON" grade policy. The University uses a 4 point scale for grades; these "quality" grades are as follows 4.0 = A, 3.7 = A-, 3.3 = B+, 3.0 = B, 2.7 = B-, 2.3 = C+, 2.0 = C, 1.7 = C-, 1.3 = D+, 1.0 = D, F = 0. (Note that there is no A+ or D- in the common grade scale.)

### Incomplete Grades

Grades of "I" indicate "Incomplete" work.

The mark "I" (Incomplete) is intended for a student who has not completed the requirements of a course before the end of the quarter but who has:

1. participated actively in the course,
2. completed the majority of the requirements of the course with work that is of a passing quality, and
3. made satisfactory arrangements with the instructor to complete the remaining work.

A student who needs to take an incomplete for a course must submit a request to the course instructor as soon as possible, and in any event before the end of the course. Approval to complete work late is at the discretion of the instructor and/or according to departmental policy. The student is also responsible for completing and submitting an official Incomplete Form, which must be obtained from and returned to the student's program adviser by the last Friday of the quarter. Incompletes must be finished within a period of time agreed upon between student and instructor. In the absence of a specified due date, the work must be completed within one quarter. In the interim, an "I" will appear in place of a grade. When the work for the course is completed, the University Registrar will record the quality grade, but the "I" notation will remain on the academic record alongside the student's final grade, indicating that the work was completed outside the course's standard timeframe (e.g., IA or IB+). Students with compelling reasons for the Incomplete may petition the Dean of Students to remove the "I" from the transcript. If the course work has not been completed within the specified time period and an extension has not been granted by the instructor, the student will receive an "F" unless the instructor indicates a specific grade on the Incomplete Form.

### Grade of Pass/Fail



Grades of "P" indicate "Pass" and earned credit, but have no point value. "P" grades are not considered equivalent to a "B" or a "C" or any other grade when used for requirements. It is up to each instructor who issues a grade of "P" to determine under what conditions a student may earn a P. It is the discretion of program staff whether a grade of "P" will count towards degree completion. Students should consult with program staff prior to taking a course as Pass/Fail.

### **Grade of R or Audit**

With special permission, students may audit select courses. Grades of "R" indicate a "Registered" or "Audit" status, have no point value, and do not confer credit. Grades of "R" are either assigned by the instructor or arranged in advance by the student via the registration process. Students registered to audit a course must pay the full tuition assessment for the course.

### **NGR-No Grade Recorded**

When grade rosters are received by the University Registrar and one or more grades on the roster are blank the University Registrar will issue a grade of "NGR". Grades of "NGR" indicate "No Grade Reported". Students are expected to resolve all NGR grades by end of week 5 of the quarter following quarter.

### **Grade of "W"- Withdrawn**

Grades of "W" indicate "Withdrawn" (albeit not "dropped"). Grades of "W" either are assigned by the instructor or administratively by the University Registrar should the student's area Dean of Students approve dropping a course with an effective date after the third week of the quarter. Students who earn a "W" grade will be financially responsible for the course.

### **Grade of "UW"-Unofficial Withdrawal**

Grades of "UW" indicate "Unofficial Withdrawal". Grades of "UW" are assigned by the faculty when they are unable to grade a student because the student has ceased attending the course and have not officially withdrawn.

## **GRADE APPEAL**

### **Instructor Conference**

The student shall first request, in writing, a conference with the instructor to explain the reason for the appeal and seek a resolution. The appeal must be submitted no later than 7 calendar days after the start of the next quarter after which the class was taken. Please note that, in matters relating to grades, the instructor's judgment is normally deemed final and conclusive.

### **Criteria for a grade appeal:**

Students may appeal the professional judgment exercised by an instructor in assigning a grade only under the following circumstances:

1. Grades resulting from deviations in the instructor's established and announced grading procedures
2. Errors in application of grading procedures
3. Modification of grades for non-academic reasons



#### 4. Gross error in judgment by the instructor

##### **Program Director Conference**

If the student is not satisfied with the instructor's resolution to the grade appeal the student shall request to meet with the instructor's program director. This request to meet with the instructor's program director must be made in writing within seven (7) calendar days of the date of the meeting with the instructor. The written request should specify the student's reason for appeal and provide supporting evidence where appropriate.

##### **Dean of Students Conference**

If the student desires to appeal the findings and decision of the program director, a written request for a conference with the dean of students must be filed by the student within seven (7) calendar days of the issuance of the official University correspondence of the decision of the program director. The dean of students will provide a copy of the appeal to the instructor and the program director and will facilitate a review of the criteria of the appeal. The dean of students will prepare a concise, written review of his/her findings and deliver the findings through official University correspondence to the student as a final response to the grade appeal.

##### **Grade Appeal Procedures for University Courses Taken Offered Outside the Graham School**

Students are subject to the grade appeal procedure for the department which offers the course. Please contact your program staff.

## **GRADE CHANGES**

Changes to a student's course grade will be accepted as long as the student remains active in his or her program of study. Exceptions may apply to students in the Graduate Student at Large, Graduate Student at Large Business, and Returning Scholars programs as grades and grade change policies are dictated by the program in which the course is offered.

The Graham School does not allow any adjustments to grades once a student has graduated or he or she has withdrawn from his or her program of study.

## **GRIEVANCE PROCEDURES**

### Application of the Grievance Procedures

The following grievance procedures apply to students who wish to dispute decisions made about the student within the Graham School. When a dispute relates to a decision made by an employee in a unit other than the Graham School, the policies of the employee's unit may apply. In addition, the Graham School's Grievance Procedures do not apply to the following situations:

- Allegations of harassment, discrimination, or sexual misconduct, which are addressed under the Policy on Harassment, Discrimination, and Sexual Misconduct.
- Disputes relating to disciplinary decisions, which are addressed under the review processes set forth in the Student Manual.



- Disputes related to grades or other academic evaluations, which are determined in the sole discretion of the instructor.

### **Informal Resolution**

Student grievances are generally addressed within the student's program. In most cases, the student must first try to resolve the matter by speaking directly with the person whose decision prompts the complaint (e.g., faculty member, program director, etc.). The student may also seek advice from the Dean of Students and/or the Student Ombudsperson.

### **Grievance**

If the student is unable to resolve the matter informally, the student should submit a grievance, in writing, to the senior associate dean. The grievance must be filed in a timely manner, and in any case no later than 45 days after the end of the quarter in which the event spurring the grievance occurred. The written statement must describe the matter in dispute, the adverse effects on the student, the grounds on which the grievance is brought, the informal efforts to resolve the matter, and the remedy the student seeks.

The senior associate dean, or designee, will notify the person(s) whose decision is the subject of the grievance, and will provide a copy of the grievance. The senior associate dean/designee will conduct an inquiry into the situation, which will ordinarily include, at a minimum, speaking to the student who submitted the grievance and the person(s) whose decision is the subject of the grievance.

When appropriate, the senior associate dean/designee may attempt to resolve the grievance to the mutual satisfaction of the student and the other party (or parties) before making a determination. If the parties do not reach agreement, the senior associate dean or designee will decide the grievance. The senior associate dean's/designee's decision may include referring the matter for reconsideration to the person or persons who made the original decision in dispute, with appropriate instructions.

The senior associate dean/designee will make a determination promptly, ordinarily within 45 days of the filing of the grievance. The senior associate dean/designee will communicate the decision to the student and the other party/parties in writing, along with the grounds for the decision.

The senior associate dean will report to the academic Dean and Dean of Students that a formal grievance has been filed, provide a copy of the grievance, and inform the deans of the disposition of the grievance when the decision has been made. The decision of the senior associate dean/designee is final and unreviewable within the University.

### **IMMUNIZATION REQUIREMENTS**

By State of Illinois law, generally all new students are required to present proof of immunity from German measles, measles (two shots required), mumps, and tetanus/diphtheria (three shots required for international students). The [Student Health Service](#) notifies all new students of the requirement and provides instructions for compliance. Forms will be mailed to all incoming students and are available **here**. They can be returned by mail, in person, or by [email](mailto:sccimm@uchospitals.edu) to [sccimm@uchospitals.edu](mailto:sccimm@uchospitals.edu) .



After the third Friday of the first quarter of enrollment, students who are not yet compliant will have their subsequent registrations restricted and will not have the restriction lifted until they have become compliant with the immunization requirement. If you receive this notification, students should call the Student Health Service at (773) 702-4156 to resolve the immunization compliance status.

For additional information about immunizations, please contact the [Student Health Service](#). For a copy of the State of Illinois law, click [here](#).

**The following programs require immunizations:**

Graduate Student at Large                      Master of Science in Biomedical Informatics                      Master of Liberal Arts  
Master of Science in Analytics                      Graduate Student at Large Business

**LATE PAPERS, PROJECTS, AND ASSIGNMENTS**

Students are responsible for contacting the course instructor to obtain his or her policy regarding late papers, projects, and assignments. It is expected that the student will consult with the instructor prior to missing a deadline.

Submitting assignments late may result in a lower grade on the assignment and/or result in a lower grade for the course.

**LEAVE OF ABSENCE (LOA)**

**Leave of Absence Expectations and Categories**

Sometimes serious extenuating circumstances compel students to temporarily discontinue their studies. These breaks in enrollment and other activities leading to the degree or certificate are very different than simply not registering for one or two quarters. These exceptional breaks, when formalized, are known as a leave of absence, and the time spent on a leave does not count toward the required time frame in which one has to finish the program. Program staff have the discretion whether or not to grant a LOA.

Leaves of absence fall into one of four categories:

1. a leave of absence while in good academic standing;
2. a leave of absence while on academic warning or probation;
3. a leave of absence for medical reasons; and
4. an involuntary leave of absence.

**Leave of Absence While in Good Standing**

Students in good academic standing may take a leave of absence for up to four consecutive quarters (four cumulative if more than one leave is taken). Petitions may be granted to extend the leave for students fulfilling a military service requirement, or otherwise as required by law. Depending on the program of study, students may be able to return for any quarter (within the four-quarter limit) by notifying the program director at least two weeks



before the first day of the quarter. An email informing the program manager of the planned return and explaining the student's activities while on leave of absence is usually sufficient.

It is the Graham School's expectation that students will not exceed four cumulative quarters of leave over the course of their program.

### **Leave of Absence While on Academic Warning or Probation**

Students who are on probation are eligible to apply for a leave of absence, but their probation status will remain in effect upon their resumption of studies.

In first quarter of resuming studies:

- students are expected to make academic progress. At the end of that quarter, students on warning either will be returned to good standing or they will be placed on academic probation.
- students returning on academic probation who fail to meet the minimum expectations will be withdrawn from the program and barred from further registration, in that program, for at least one year.

### **Leave of Absence for Medical Reasons**

Students may be granted, through the Office of the Dean of Students in the Graham School, leaves for medical reasons at any time and resumption is contingent upon the condition being resolved or managed successfully. In such cases, the Dean of Students may require information from a physician or therapist attesting to the readiness of the student to successfully resume studies.

If a leave of absence for medical reasons lasts more than four quarters total, the student's status in the Graham School will be changed to withdrawn. However, before a student is withdrawn, the Office of the Dean of Students will seek input from the student to determine whether an additional quarter or two (at most), of leave will enable the student to resolve his or her medical issues in order to successfully resume studies.

### **Leave of Absence—Involuntary**

The Office of the Dean of Students in the Graham School may require an involuntary leave of absence when it is determined:

1. that the student has engaged, or threatened to engage, in behavior which has or could cause significant property damage, or that has or could directly and substantially impede the rightful activities of others; and/or;
2. based on the consultation with the Student Counseling and Resource Services Director (or his or her designee) and the individualized assessment of the student's ability to safely participate in the University's programs, that the student is unable to function as a student and/or the student's continued presence on campus poses a substantial risk to the safety and well-being of the student and/or others.

A return from an involuntary leave of absence is governed by the processes outlined in the [Student Manual](#) on University Processes and Regulations.



If the involuntary leave results in a student exceeding the maximum four quarters of cumulative leave from the program, then the student will be withdrawn from the program.

### **Requesting a Leave of Absence**

If you are a student who needs to interrupt your program, you should request a leave of absence by taking the following steps:

- Discuss the implications of interrupting your study with your program manager. International students should also consult with the [Office of International Affairs](#);
- If you are a loan or financial aid recipient speak with a counselor in the [Office of Student Loan Administration](#) about the implications of a leave on current obligations and future financial aid; and conduct an exit interview with the [Office of Student Loan Administration](#).

Failure to attend classes or complete assignments, or verbally informing an instructor of one's intent to take a leave of absence does not constitute a request. When a student is registered during which time a LOA is requested, tuition refunds will be dependent upon the date of a student's LOA request and will be subject to the School's tuition refund schedule.

### **MINORS AND GUESTS**

To preserve the academic environment, students may not bring minors or guests into the classroom, or leave minors unattended in University Buildings. Outside the classroom, the Graham School occasionally holds event offerings which may be appropriate for minors and where guests may be welcome. If you have questions about whether or not you may bring a minor or guest to an event, please contact your program staff.

### **READMISSION**

Former students who would like to return to their program of study may be considered for readmission, in part, based upon the program's current admission standards. The request will be reviewed and the results of the review will be communicated in writing to the applicant. The Graham School is not obligated to readmit a student.

Former students who are readmitted are expected to complete their certificate or degree program without further interruption. Additionally, upon return, students are expected to complete the current requirements for the degree or certificate and are responsible for paying all current tuition and appropriate fees.

Depending upon the program and how long the student has been out of the program, students readmitted to a program may be required to repeat courses.

### **RECORD MAINTENANCE AND REVIEW**

#### **Record Maintenance**



A student's education records are defined under the Family Educational Rights and Privacy Act (FERPA) of 1974 as including, subject to the limitations described in the Act, "records, files, documents, and other materials which (1) contain information directly related to a student; and (2) are maintained by an institution or by a party acting for such institution." At the University, a student's education records are often maintained in a number of offices: the Office of the Dean of Students in the student's academic unit, the student's department (if he or she is a graduate divisional student), and in some cases by the Office of Campus and Student Life. In addition, a student's official academic record is maintained indefinitely in the Office of the University Registrar.

### **Graham School Student Record Maintenance**

The Dean of Students staff, Registrar's Office, and program administrators have access to and maintain student records. Disciplinary incidents are maintained by the Office of the Dean of Students separately from a student's academic files.

### **REVOKING OR DEFERRING OFFERS OF ACCEPTANCE (Pre-Matriculation)**

The Graham School expects students who have been admitted but not yet enrolled in courses to have made the same commitment to University policies and regulations governing student conduct. Admission may be deferred or revoked for fraud, misrepresentation, material omission of fact, dishonesty, violation of University standards in the application for admission, violation of University academic standards, or other pre-matriculation misconduct.

### **TIME TO COMPLETION: DURATION OF STUDENT STATUS**

Time to completion is inclusive of voluntary and involuntary academic breaks. After starting their coursework, students in the programs listed below are expected to complete the program within:

Five years:

- Degree programs

Three years:

- Certificate in Quantitative Methods for the Social and Behavioral Sciences

One year:

- Certificate in Medical Physics

After four quarters of no registration, students in the programs listed below automatically end their student status:

- Graduate Student-at-Large
- Graduate Student-at-Large—Business
- Returning Scholar

## **TRANSCRIPTS**

### **Official Transcripts for Admission**



All applicants admitted to credit and degree programs of the Graham School must provide official transcripts from all post-secondary institutions to which they have matriculated. Until official transcripts have been received by the School, admitted applicants will be granted “provisional acceptance” and will remain in this status until the transcript process has been successfully completed. Admitted applicants in provisional acceptance status are unable to enroll in courses.

### **Official Transcripts for Undergraduate or Graduate Credit Courses**

The University of Chicago transcript is a record of a student’s progress and performance while enrolled. Courses completed or withdrawn from for a grade of W appear on the official student transcript with the grade received. Entering students pay a lifetime transcript fee in their first quarter of study. This fee allows students to request an unlimited number of official transcripts, now and in the future, whenever they need them, at no additional cost. Transcripts may be ordered:

1. By a secured internet transaction via [registrar.uchicago.edu/transcripts](http://registrar.uchicago.edu/transcripts)
2. In person at the Office of the University Registrar

### **TRANSFER AND SUBSTITUTING COURSES**

Please see your individual program policy on transfer and substitution of courses.

### **TRANSFERRING CREDIT WITHIN THE UNIVERSITY OR ELSEWHERE**

Undergraduate or graduate credit earned for courses can sometimes be transferred into a degree program within the University or elsewhere. The number of courses typically permitted for transfer varies by department and school. There is no guarantee of transfer credit and students interested in this should consult with the program to which they wish to transfer credit to obtain that program’s policy.

### **WITHDRAWAL FROM A PROGRAM**

A student may choose to withdraw or a student may be withdrawn from a program for a number of reasons. A withdrawal is fundamentally different from a LOA in that the student is not expected to return to his or her studies. Students who withdraw and later request to return to the program must reapply. Withdrawals fall into one of two categories:

1. involuntary withdrawal; and
2. voluntary withdrawal.

#### **Involuntary Withdrawal**

There are four general reasons why a student may be withdrawn from a program involuntarily. These are detailed below. Students who are involuntarily withdrawn may be restricted from reapplying for four consecutive quarters.

- Students who fail to meet the conditions of an academic progress plan. A student who has been withdrawn twice for academic reasons risks not being eligible to apply for a second readmission to the program.
- Students who have exceeded their approved leave of absence time.



- Students have financial or administrative restrictions. Restrictions may result from a student's failure to fulfill financial obligations to the University or to comply with University rules and regulations. Whenever possible, students are warned of an impending restriction and are notified when one has been imposed. In order to resume studies in subsequent quarters, students need to clear the restriction with the administrative or academic office which imposed it. If a student anticipates being unable to clear the restriction in a timely manner, he or she should meet with their program manager as soon as possible to request an approved leave of absence.
- As a result of a disciplinary decision.

### **Voluntary Withdrawal**

Students who decide not to continue their program of study should inform the program manager of that decision and take the following steps:

- Discuss the implications of interrupting your study with your program manager. International students should also consult with the [Office of International Affairs](#);
- Send an email stating why you need to be withdrawn from the program to your program staff.
- If you are a loan or financial aid recipient:
  - Speak with a counselor in the [Office of Student Loan Administration](#) about the implications of a leave on current obligations and future financial aid;
  - Conduct an exit interview with the [Graduate Aid](#).

## **WITHDRAWAL AND LEAVE OF ABSENCE AND DETAILS**

### **Completion of Program and Leave of Absence for Degree Seeking Students**

Academically, students on leave of absence who have met all of their program's academic and programmatic requirements may receive their degree in any quarter provided they have submitted an application for graduation.

### **Financial Aid and Leave of Absence and Withdrawal**

Students receiving financial aid should review their awards with their program manager before deciding on an LOA or withdrawal. Recipients of Title IV loans may exhaust their grace period for loan repayment should they be withdrawn or their LOA exceed 180 days within a twelve-month period. A student who has exhausted his/ her grace period and is unable to begin repayment may apply for a deferment or forbearance of payment. Students should contact their loan servicer and the [Student Loan Administration](#) for more information before leaving campus.

### **Tuition and Leave of Absence or Withdrawal**

Tuition is only refunded if the LOA or withdrawal is arranged during the tuition refund period.

### **Athletic Facilities and Leave of Absence**

Athletic facilities are available to students on leave of absence for a fee. Consult with the DOS office about access.

### **Health Insurance and Leave of Absence**



Students participating in the University Student Health Insurance Plan (U-SHIP) at the time a leave is processed may purchase continuation coverage under the plan for up to 12 months while on leave of absence. Application is required through the insurance by calling 773-834-4543 (press option #2).

Plan participants who go on leave for medical reasons may remain enrolled in U-SHIP at the registered student rate through the remainder of the plan year in which their medical leave of absence was granted (i.e., through August 31). They may also access the Student Care Center and Student Counseling and Resource Service, pending payment of the student life fee.

Students on LOA who do not participate in U-SHIP at the time the leave is processed do not have access to the Student Care Center or Student Counseling and Resource Service.

Students on a medical LOA who are enrolled in U-SHIP may access the on-campus Student Care Center and Student Counseling and Resource Service through the remainder of the year in which their medical leave of absence was granted (i.e., August 31st). Students will be assessed the quarterly Student Life Fee for access to these services.

### **Library Access, Insurance, Computer Workstations and Leave of Absence**

Limited borrowing privileges at the library are available for a fee. Consult with the Dean of Students office about access.

## **STUDENT RESOURCES**

### **COMMUNITY SAFETY**

The University is committed to working with the community and the Chicago Police Department to prevent crime and improve public safety in our community. The University of Chicago Police Department has approximately 100 professionally trained officers with full police powers to serve University students, faculty, staff, and community members. In addition, the University partners with the City of Chicago as well as neighborhood organizations to improve transportation and other aspects of community life.

We encourage students to take a few minutes to familiarize yourself with the University of Chicago [Community Safety FAQs and Safety Resources](#).

### **CAREER DEVELOPMENT**

Programs and services provided by [UChicagoGRAD](#) complement Graham School efforts to help graduate students increase the impact of their scholarship and get an edge on the job market through flexible training.



## COUNSELING CENTER

The [Student Counseling Service \(SCS\)](#) provides mental health care to University of Chicago students who are in programs that pay a student life fee. This care includes needs assessment, psychotherapy, psychiatric consultation, academic skills assessment program, support groups, referrals, emergency services, and health promotion and wellness programs.

## DISABILITY SERVICES

To ensure the intellectual richness of research and education, the University of Chicago seeks to provide an environment conducive to learning, teaching, working, and conducting research that values the diversity of its community. The University strives to be supportive of the academic, personal and work-related needs of each individual and is committed to facilitating the full participation of students with a disability in the life of the University.

[Student Disability Services](#) works to provide resources, support and accommodations for all students with disabilities and works to remove physical and attitudinal barriers, which may prevent their full participation in the University community.

Students who receive a letter of determination should immediately contact the faculty and/or Dean of Students Office in- person or writing to fill all requests for an accommodation.

## ENGLISH LANGUAGE INSTITUTE

The [English Language Institute](#) seeks to meet the English language and enculturation needs of international students from all programs and divisions across the University. ELI offers academic year courses and tutoring in areas such as pronunciation, fluency, academic writing, and academic and professional English.

## FINANCIAL AID

The [Student Loan Administration Office](#) is responsible for processing student loans and work-study for students in the graduate and professional schools and divisions. SLA conducts entrance and exit student loan counseling for all students who receive federal student loans, and authorize disbursements of federal student loan funds. In addition, they provide service and collections for all Federal Perkins and institutional loan programs.

Students who are enrolled in degree seeking programs at least half-time are eligible to apply for [federal student loans](#).

Graduate-Students-At-Large are only eligible for [alternative loan](#) programs.

## FITNESS AND RECREATION

The University of Chicago's recreational facilities are open and available for both students and the at-large campus community alike. An active membership is required in order to access the buildings and fields. [Membership packages](#) are available for the following groups:



- Students and spouses/partners
- Faculty/staff and spouses/partners (active or retired)
- Alumni and spouses/partners
- Laboratory School parents
- Children of members
- Community members

## HEALTH INSURANCE

Students in the following programs must either enroll in the [University's Student Health Insurance Plan \(USHIP\)](#) or submit a waiver to demonstrate comparable coverage:

- Master of Arts in Teaching
- Master of Science in Analytics (full-time)
- Graduate Students-at-Large

Students must confirm or waive enrollment by 5pm Central time on the fourth Friday of their first quarter enrolled at the University.

Students in the following programs may "opt in" to U-SHIP coverage on an individual basis:

- Graham School Master of Liberal Arts
- Graham School MS Analytics (part-time program)
- Graham School MS Threat Response and Management
- Graham School MS in Biomedical Informatics

For additional information on U-SHIP eligibility and benefits, contact the [on-campus insurance office](#) at [uchicagadvocates@uhcsr.com](mailto:uchicagadvocates@uhcsr.com)

## HOUSING

University of Chicago's Residential Properties (RP) assists qualified graduate students in locating a home within close proximity to the Hyde Park campus. Graduate students may apply for [Graduate Student Housing](#) through the University of Chicago.

## INTERNATIONAL AFFAIRS

The [Office of International Affairs](#) (OIA) is dedicated to enhancing a vibrant international community and to fostering cross-cultural experience. They welcome, support and strengthen diversity through advocacy and holistic service. Please contact OIA with any questions.



## **LIBRARIES**

As a private institution, the University of Chicago Library is dedicated to serving the research and teaching needs of our faculty and students, as well as the larger University community of alumni and staff. Beyond serving the University, we also recognize that we are a destination for scholars from around the world and strive to provide access to our collections to those with a legitimate research need. If your research leads you to our collections, we will do our best to provide access whenever possible.

We expect all users to abide by the policies and principles expressed in the Library's statement of User Rights and Responsibilities for Creating and Sustaining a Scholarly Environment. We are committed to providing access to both our physical and electronic resources to users with disabilities; for more information see [Services for Users with Disabilities](#).

User access varies based on your University affiliation. Please visit the [University of Chicago Library](#) website to view what kinds of access and privileges we can offer you.

## **WRITING PROGRAM: LITTLE RED SCHOOL HOUSE**

The Writing Program partners with UChicago Grad to offer writing support to graduate students across the divisions. The Writing Program offers graduate writing consultations; increased graduate seats in cornerstone courses, Academic and Professional Writing (ENGL 33000); and a series of workshops that teach graduate student writers to recognize and diagnose writing issues common to expert writing, along with revision techniques for addressing them. The Writing Program is located in Stuart 330, 1116 East 59<sup>th</sup> Street.

## **REGISTRAR**

The [Office of the University Registrar](#) facilitates faculty teaching, student learning, and institutional research. As the stewards of student data, academic systems, and central classrooms, we provide service to all faculty, students, administrators, and alumni.

The Office of the University Registrar helps students by providing services that assist them in their time on campus and in their transition after their academic program is complete. Students can contact the Registrar's Office via email at [registrar@uchicago.edu](mailto:registrar@uchicago.edu) or call 773.702.7891.

## **UCHICAGO GRAD**

[UChicago Grad](#) is a one-stop shop of integrated services to help graduate students and postdocs navigate their academic and professional careers. UChicago Grad provides flexible training that complements support in academic units.

UChicago Grad [staff](#) are committed to serving the graduate and postdoc community, focusing on recruitment; skills and experience; career development; and alumni engagement.