Table of Contents

Welcome ........................................................................................................... 3
Academic Expectations ................................................................................ 4-6
Academic Honesty, Plagiarism, and Fraud .................................................. 7
Time Away From Program ........................................................................... 8
Leave of Absence & Withdrawal .................................................................. 8-10
Readmissions and Deferring Acceptance/Revoking ..................................... 12
Record Maintenance and Review .................................................................. 13
Requesting Disability Accommodations ..................................................... 14
Grades ........................................................................................................... 15-16
Transfer of Courses .................................................................................... 17
Minors ........................................................................................................... 18
Family Friendly Events ................................................................................ 18
Grievance Procedure ................................................................................... 18
Right to Refuse ............................................................................................ 18
Changes of Information ............................................................................... 18
Class Cancellations Due to Inclement Weather ........................................... 18
Gleacher Center Bicycle Policy .................................................................... 18
WELCOME

Welcome to the Graham School at The University of Chicago. We are a community dedicated to research, academic excellence, and the pursuit and cultivation of learning. Every member of the University—student, faculty, instructor, 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.

The contents of the manual are subject to change from time to time at the sole discretion of the Graham School, and from time to time updated information may be distributed regarding policy and regulation changes. Graham School student life is also governed by policies published in the University’s Student Manual of Policies and Regulations. This publication is available online (http://studentmanual.uchicago.edu). Students taking summer session courses are responsible for all policies published on the summer session’s website.

We expect that you will be familiar with our policies and procedures. Please feel free to reach out with questions to your program staff. We are happy to lend assistance to you. We wish you a very successful, fulfilling, and enjoyable experience with us.

Sincerely,

Office of the Dean of Students at the Graham School
ACADEMIC EXPECTATIONS

Academic Progress
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 managers directly should they experience (or anticipate) situations that may impede their progress.

All students make satisfactory academic progress if they:

- Receive passing grades.
- 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.

Additional requirements for degree students:

- Degree students must maintain a cumulative B (3.0) grade point average;
- For the MScA program, only courses with a grade of B- (2.7) or higher will count toward course requirements.

Details for Professional Certificate program students:

- Only courses with a grade of a B (3.0) or higher will count toward course requirements.

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

- Receives a failing grade. 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 mark of “W” as a consequence of a late course withdrawal.
- Does not make measurable progress, especially after a year. Measureable progress is often determined within the context of how long the student has remaining to complete the program.
- Does not meet certificate or degree program grade expectations.

Details for Asian Classics and Basic Program certificate students:

- All courses are taken for a grade of “R” indicating registered, therefore there are no minimum 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.
Additional Details Concerning Academic Expectations for At-Large Programs
Open Enrollment, At-Large Graham School, Graduate Student-at-Large, Students-at-Large Business, and Returning Scholar Programs

Open Enrollment
Students who enroll in courses and events offered through the Open Enrollment program, tend to receive a grade of “R” which simply indicates that the student registered.

At-Large Graham School
Upon consent of the program manager, certificate programs may permit registration for one course to those who have not been accepted into the certificate program. Those given this option are considered At-Large Graham School students. These students are responsible for meeting the academic expectations of the program in which the course is offered.

Graduate Student-at-Large Program and Graduate Student-at-Large Program Business
Students must not only meet Graham School academic expectations, but also the academic expectations of the program offering the course/s.

Returning Scholar Program
Students must meet Graham School academic expectations. Since Returning Scholar students take graduate or undergraduate courses for a grade of “R”, there is no minimum grade expectation. Given the nature of the program, students must speak to the course instructor to find out what his or her academic expectations are for students who audit his or her course. The Graham School will hold students to faculty expectations.

Time to Completion: Duration of Student Status
After starting their coursework, students in the programs listed below are expected to complete the program within:

Five years:
- Certificate programs
- Degree programs

Three years:
- Certificate in Arabic Languages and Cultures
- Certificate in Artifact Collection Care
- Certificate in Quantitative Methods for the Social and Behavioral Sciences
- Certificate in the Visual Arts

One year:
- Certificate in Medical Physics
- Certificate in Sustainability

End of Course Requirement
- Certificate in Board Leadership

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
Students in the programs listed in immediately above, have an individually defined duration of student status arrangement because they engage in study for very specific and individualized academic, professional, and/or personal goals. These goals are often detailed at the time of application and may be modified as the student engages in coursework. Therefore these programs enable students to retain their student status for a period of time appropriate to their goals. Students who would like to continue to engage in coursework, but whose student status has expired are encouraged to speak directly with program staff.

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. Whenever possible, 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.

Incomplete Courses
Students who need to take an incomplete for a course, must communicate as early as reasonably possible with the course instructor. It is expected that requests will be made before the course ends.

Details for MScTRM and MScA Students
Provided that the instructor allows a student to complete a course late, the course must be completed within the immediate next quarter. Failure to do so may result in a lower grade for the course or a grade of F.

Details for MLA, Graduate and Professional Certificates
Provided that the instructor allows a student to complete a course, incomplete courses need to be completed in a timely manner. Please contact your program manager and course instructor regarding completion. Failure to do so may result in a lower grade for the course, a grade of F, and/or being restricted from additional program course registration.

Details for Students in the Sustainability Program:
Students must attend, at least, four out of the five sessions for each course. Those students who do not meet attendance requirements will receive an “I” indicating an incomplete grade. Students who wish to complete a course will be required to fully reregister for it and meet attendance and course requirements.

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.

Details for Students in the Board Leadership Program:
Students must attend all classes, participate meaningfully in each, and arrive punctually. Those who are not able to do so will not be awarded a Certificate in Board Leadership.
ACADEMIC HONESTY AND PLAGIARISM
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.

ACADEMIC FRAUD
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 of 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.
TIME AWAY FROM PROGRAM
(Not applicable for Medical Physics Certificate students as continuous registration is required.)
Sometimes it is not possible to register in a particular quarter. Since many programs at the Graham School are designed for adult learners, it is not unusual for a student to not be able to take a course in any given quarter or even academic year due to changes in careers, job or family demands, etc. Programs already factor this in their time to completion policies.

LEAVE OF ABSENCE (LOA)

Leave 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.

Each of these leaves is described in the following sections.

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 (GSDOS), leaves for medical reasons at any time and resumption is contingent upon the condition being resolved or managed successfully. In such cases, the GSDOS 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. ([http://studentmanual.uchicago.edu/student/index.shtml](http://studentmanual.uchicago.edu/student/index.shtml))

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.
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. Withdrawals fall into one of two categories:

1. involuntary withdrawal; and
2. voluntary withdrawal.

Each of these categories is described in the following sections.

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 manager.
• If you are a loan or financial aid recipient:
  o Speak with a counselor in the Office of Student Loan Administration about the implications of a leave on current obligations and future financial aid;
  o Conduct an exit interview with the Office of Student Loan Administration.
DETAILS CONCERNING LOA AND WITHDRAWAL

Completion of Program and LOA  (Not applicable to students in the Open Enrollment, At-Large Graham School, Graduate Student-at-Large, Students-at-Large Business, and Returning Scholar Programs)
Academically, students on leave of absence who have met all of their program’s academic and programmatic requirements may receive their degree or certificate in any quarter provided they have submitted a request to graduate (for degree students) or receive a certificate (for certificate students).

Financial Aid and LOA 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. (http://studentaid.ed.gov/PORTALSWebApp/students/english/difficulty.jsp). Students should contact their loan servicer and the Student Loan Administration for more information before leaving campus.

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

Athletic Facilities and LOA  (Only Degree and Graduate Credit Program students)
Athletic facilities are available to students on leave of absence for a fee. Consult with the DOS office about access.

Health Insurance and LOA  (Only Degree and Graduate Credit Program students)
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). The continuation coverage fee is higher for students on leave than for registered students.

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.

Library Access, Insurance, Computer Workstations and LOA  (Only Degree and Graduate Credit Program students)
- Borrowing privileges at the library are available for a fee. Consult with the GSDOS office about access.
- 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.
- The Computing Clusters are not available. Email access continues for two quarters. Computer workstations are available at the Regenstein Library to those with library access. After one year, all mail files, personal Web pages, and online directory data are deleted.
READMISSION
Former students who would like to return to their program of study will 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.

Readmissions Process
Provided that they do so within three years after the date of withdrawal and have previously taken, at least, one program course those reapplying should follow the process listed below. All others must fully reapply.

Degree and Quantitative Methods for the Social and Behavioral Sciences Certificate students:
• Complete a reapplication eight weeks prior to the quarter in which they wish to resume their studies.

Professional Certificate students
• Contact your program manager.

DEFERRING ACCEPTANCE
With the exception of students in the Asian Classics and Basic Programs, students who apply to a certificate or degree program and are accepted are admitted into the quarter and year to which they applied. Newly admitted students who do not register or drop their registration in the quarter in which they were admitted will have their student status deferred for a period of up to one year. During this time, students may begin taking coursework unless prohibited by program.

Those who exceed one year of deferral will have their student status withdrawn and will need to fully reapply.

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.
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, registration staff, and program administrators have access to and maintain student records. For non-credit based programs, the Graham School's registration staff maintain a student's official academic record indefinitely. Hard copies of student records are generally kept by program administrators. These files are maintained indefinitely for degree programs and for a minimum of three years for all other programs. Electronic student data may be stored indefinitely by program staff.

Disciplinary incidents are maintained by the Office of the Dean of Students separately from a student's academic files.
REQUESTING DISABILITY ACCOMMODATIONS

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 Disability Services website. (https://disabilities.uchicago.edu). Also, please do communicate your requests as soon as possible to Gregory Moorehead, director of disability services, at 773.702.7776 or gmoorehead@uchicago.edu.

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.
GRADES

Common Grade Policy
Graham School 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.)
- 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.
- 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.
- Grades of “I” indicate “Incomplete” work. Once the work for an “I”-graded course has been completed, the University Registrar will record the new quality grade but leave the initial “I” as a qualifier, indicating that the work was completed late (e.g. IA or IB+).
- 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.
- 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.
- 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”.

(At-Large Credit and Graduate Certificate Programs)
For students taking courses offered in the various divisions and programs across the University, the grading scale and associated grade values for those units apply.

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 GSAL/RS/GSAL-Business 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.

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
2. In person at the Office of the University Registrar

Official Graham School Course Record for Non-Credit Courses
A student may request an official course record from their program manager directly. Like a transcript, this document lists courses and grades for all registered courses as well as the conferral of certificate/s when applicable.
Grade Appeal Procedures for Graham School Courses
A student who believes that he or she has an error in the grading on any graded material in a course (i.e., assignment, paper, project, examination) should follow these guidelines:

1. Discuss the potential grading error with the course instructor.
2. Submit a written request for a review of the graded material to the course instructor.
3. In both the discussion and the written appeal, the student should state clearly and in detail which part of the graded material has a potential grading error with the course instructor, why the student believes there is an error, and what the correct grade should be. The course instructor will review and regrade, if appropriate, all of the material and decide whether or not the grade should be changed. If the course instructor decides that a grading error was made, it is the obligation of the course instructor to correct that error and increase or decrease the grade accordingly.

If the course instructor does not respond in a timely manner and the student wishes to pursue the appeal further, he or she may submit a written request along with copies of correspondence with the course instructor to the program’s director.

The program director will review the process with the student. If the academic advisor concludes that a student request did not get a complete review by the course instructor, he or she will contact the professor to discuss the regrade and ensure that the student’s request receives a fair review. Appeals are limited to a review of the regrade process and do not include a review of the professor's evaluation of the regrade.

Unless a course instructor informs students otherwise, a grade change appeal must be initiated no later than 15 weeks after the grade has been recorded.

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 manager.

Obtaining Grades for Undergraduate or Graduate Credit Courses
Students may obtain their grades via my.uchicago.edu. Due to security concerns, no grades may be given out over the telephone or by email.
TRANSFER AND SUBSTITUTING COURSES (Degree students only)

Effective as of the 2015-2016 Academic Year, the Graham School’s MScA program will not accept for transfer any courses taken prior to enrollment in the program. This includes courses taken at the University of Chicago that were completed prior to enrollment in the MScA program.

Transferring Courses (MScA program only)
Newly admitted students to the MScA program who would like to transfer courses taken at other institutions or within the University of Chicago (including MScA courses taken as a Graduate Student-at-Large), may request to have those courses transferred into the MScA program under the following conditions:

Graduate-level credit courses taken at the University of Chicago prior to matriculating into MScA may be applicable toward the degree under the following conditions:

1. A student must present all requests for a transfer of University of Chicago courses in writing to the program director at the time of acceptance.
2. For courses outside the University of Chicago, a student must provide to the program director a copy of the course syllabus.
3. The maximum number of transferable courses is two (where one course equals 100 units at the University of Chicago). No exceptions to the number of courses permitted for transfer will be made.
4. Transferred courses may be accepted as either core or elective courses.
5. Generally, only courses taken within the past two years of matriculating into the MScA program will be considered.
6. Courses are not considered if they were graded pass/fail, R, or any grade lower than B-.
7. Courses have not been used to obtain a degree prior to accepting admission.

Substitution Petitions for Core Courses (only MScA and MLA programs)
Students who have mastery in a required course may submit a request in writing to the program director to have that particular course substituted for a different course—within the same program. Requests must be received at the time of acceptance. The program director will notify the student as to whether or not a core course may be substitute and under what conditions, if any.

Degree Students and Registering for University of Chicago Courses Outside Program of Study
(MScA and MLA programs)
Students who would like to take a course outside the MScA program either to fulfill the program’s course requirements or to supplement the curriculum, need to submit a written request to the program director. The request needs to include a course description and course codes. The program director will notify the student as to whether or not the course may be taken, under what conditions, and if and how the course will be counted toward program course requirements.

(MScTRM program)
Students who would like to take a course outside the MScTRM program may only do so to supplement the curriculum. No non-MScTRM courses will count towards the program’s course requirements. Students who wish to take a non-MScTRM course must submit a written request to the program director. The request needs to include a course description and course codes. The program director will notify the student as to whether or not the course may be take and under what conditions, if any.

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 maximum number of courses typically permitted for transfer is three, although this varies by
department and school and may be lower. 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.

MINORS
To preserve the academic environment, students may not bring minors to the classroom or leave minors unattended in University Buildings.

FAMILY FRIENDLY EVENTS
Outside the classroom, the Graham School occasionally holds event offerings which may be appropriate for minors. Often family friendly events are noted as such. If you have questions about whether or not you may bring a minor to an event, please contact your program staff.

GRIEVANCE PROCEDURE
For matters dealing with class procedures, grades, or other academic affairs, the student first should approach the course instructor and/or the program manager involved and attempt to resolve the issue with him or her. If the student's concerns are not satisfactorily resolved, the student should present the matter to the Graham School's dean of students in writing. The dean of students will investigate the matter and work with all parties involved. If the matter remains unresolved or dissatisfactory, after the intervention of the dean of students, the student may contact the University's student ombudsman, who works as an outside observer and mediator.

For matters dealing with general policies of the School, petitions should be made directly to the dean of students.

RIGHT TO REFUSE TO RETAIN A STUDENT
The University of Chicago Graham School of Continuing Liberal and Professional Studies reserves the right to refuse to retain any student in any program at any time.

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.

CLASS CANCELLATIONS DUE TO INCLEMENT WEATHER
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 CENTER BICYCLE POLICY
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.