

POLICIES AND PROCEDURES REGARDING TEACHING SCHEDULES, GRADING, AND ADVISING IN THE COLLEGE

Offices of the Dean of the College and the Dean of Students in the College

COURSE REQUIREMENTS

Students should be informed of all course prerequisites at the beginning of the quarter. Ordinarily, in the first week of the quarter, the instructor responsible for the course should distribute a syllabus or course outline indicating reading assignments, paper deadlines, examination dates, and other requirements.

In most areas of the University, courses meet for nine and one half or ten weeks. Materials should be assigned in accordance with what is reasonable to expect students to accomplish in that period. Consult the academic calendar for the beginning and ending dates of each quarter: <http://academic-calendar.uchicago.edu/>

CANCELLATION OF COURSES AND TIME SCHEDULE CHANGES

Instructors are expected to avoid cancelling classes or changing course meeting times. Students often plan their studies around complex and sequential requirements, and such changes can seriously disrupt a student's schedule.

On those rare occasions when it is essential to cancel or reschedule a class, the responsible instructor should immediately notify the relevant dean, master, department chair, or staff chair so that students can be notified as soon as possible. Course changes should not be made after registration begins, usually the 8th week of the current term.

OFFICE HOURS

All colleagues who are teaching a course are expected to be available to meet with students outside the classroom. Regular and reasonable office hours should be announced in class, listed on syllabi, or posted on the office door. If office hours must be cancelled, arrangements should be made for someone to post a notice to this effect on the office door.

CLASS ROSTERS

The University Registrar provides class rosters to the instructors of all University courses through Faculty Access (<https://facultyaccess.uchicago.edu>). In addition to viewing rosters, members of the faculties and other instructors can use the site to enter final grades, order printed photos of enrolled students, and send simple email messages to the entire class.

Students who are taking a course for credit but are not on the class roster should be instructed to register for the class as soon as possible but no later than the third week of the quarter, which is the end of the add/drop period for courses. Graduate students who wish to audit a course need the written permission of the instructor.

EMERGENCY ABSENCES

If illness or other emergency prevents an instructor from meeting a class, she or he should either ask a colleague to fill in or ask the appropriate master, chair, dean or dean of students to post a class cancellation notice at a suitable location.

COLLEGE MIDWINTER BREAK

Friday of the sixth week of the Winter Quarter has been designated as College Midwinter Break. No College classes or exams are to be scheduled on this day. This does not apply to graduate or professional school courses.

COLLEGE READING AND REVIEW PERIOD

In the College, Thursday and Friday of the tenth week of each quarter constitute a Reading and Review period. No new material may be introduced, assignments may not be due, and final examinations may not be given (except as necessary for graduating students) during the reading period. Classrooms will remain available during this period for review sessions during regular meeting times.

The Dean of the College recommends that those who teach courses cross-listed as undergraduate/graduate observe the Reading and Review period.

FINAL EXAMINATIONS

The schedule for final examinations is published during the third week of the quarter. It can be found at <http://registrar.uchicago.edu/students/final-exams.html>. An instructor may contact the University Registrar's Office to request alternative room assignments. If a final examination must be rescheduled for compelling reasons, the instructor must notify the Master's office (for College courses) or the departmental or school administrator (for graduate or professional school courses) no later than the seventh week of the quarter.

COLLEGE COURSE EVALUATIONS

All instructors in College courses, including lecturers and graduate students, have the opportunity to survey students' responses to their courses near the end of each quarter. Evaluations are conducted online and the College Dean's office will notify instructors each quarter about the opening and closing dates for the evaluation process. Instructors may modify the standard forms by adding questions and may also opt out of the process entirely each quarter. The Dean's office will remind students about evaluation deadlines, but instructors must encourage students to respond as well. Results are published online at <https://evaluations.uchicago.edu> at the beginning of the following quarter and after grades have been turned in. Instructors also are encouraged to seek mid-term feedback from students, either in writing or through discussion.

GRADE REPORTS AND TIMELY SUBMISSION OF COURSE GRADES

College grades are to be submitted online or hand-delivered or faxed to the Office of the University Registrar (Administration 103) no later than 5:00 P.M. on the Tuesday after exam week in the Winter and Spring quarters, and on the Wednesday after exam week in the Summer and Autumn quarters. The precise due date for grades is indicated on both the online and printed grade rosters. Grades will be recorded only if the officially listed course instructor signs the printed grade roster or formally submits the grades via Faculty Access (<https://facultyaccess.uchicago.edu>).

It causes students, parents, and staff considerable anxiety and inconvenience when course grades are not submitted in time for the University Registrar to include them on students'

grade reports. Without all student grades, financial aid programs cannot certify satisfactory academic progress and release loan checks, advisers cannot identify Dean's list or probationary students, undergraduate students cannot complete graduate school applications, and parents may infer that the student is somehow at fault.

Instructors should therefore plan their schedules to ensure the timely submission of grades. If that proves impossible, instructors should notify the University Registrar of their plans as well as devise some other procedure to guarantee that students get grade information promptly and confidentially.

CROSS-LISTED COURSES

The University Registrar will prepare composite class lists and instructor's grade reports for courses that have two or more course numbers. In courses with two or more instructors, these sheets will be sent to the instructor whose name appears first on the official course listing. On-line class lists and grade rosters are available on the University Registrar's web site; on-line listings display all students in the course regardless of the cross-course enrollment.

It is the responsibility of instructors for courses with multiple listings to ensure that all relevant information — including registration limits, where requested — is identical for each listing.

COLLEGE GRADING

Plus and minus grades may be recorded for all courses offered in the College. Grades of A+ and D- are not allowed. Additional information on grades can be found in the Academic Regulations and Procedures section of the College Catalog at <http://collegecatalog.uchicago.edu/academic-regulations.shtml>.

ACADEMIC HONESTY AND PLAGIARISM

The University of Chicago's statement of policy on academic honesty and plagiarism can be found in *A Guide to the University for the Faculty and other Academic Personnel* at: <http://facultyhandbook.uchicago.edu/teaching/plagiarism.shtml>.

Instructors in the College have a range of options for dealing with academic dishonesty. It is within the discretion of the instructor to use evidence of plagiarism or academic dishonesty as a ground for failing the student in all or part of the course. The area dean of students may be asked to speak with the student, to issue a formal warning, or to consider disciplinary action. In most cases, the Dean of Students in the College will open a *confidential file* for first offenders, to be used only in the event of renewed abuses. Instructors are urged to report any incident to the student's dean of students, even when the dean is not expected to take direct action. In that way, the dean will learn about multiple offenses and be in a position to respond to them with appropriate seriousness.

The ubiquity of computing and Internet access has greatly increased the opportunity to lift and reformat texts, and has introduced new ambiguity about the boundaries of legitimate collaboration. It is advisable to discuss the issue in classes early in the quarter and to be explicit about acceptable practices on joint projects, problem sets, and other collaborative efforts. One of the functions of teaching is to educate students in the norms and ethics of scholarly work, as well as in the substance of the field. Instructors are encouraged to refer their students to resources that provide appropriate guidelines. The College recommends *Doing Honest Work in College* by Charles Lipson (Chicago: University of Chicago Press, 2008), which is distributed free of charge to all College first-years in their Humanities Core course. Additional copies are available for students and instructors via the College Advisors and the College Dean's Office.

Additional information on College policies and procedures can be found in the Academic Regulations and Procedures section of the College Catalog at <http://collegecatalog.uchicago.edu/academic-regulations.shtml>.

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