

## **MAPSS Curricular Policy**

Our MA programs wish to do everything possible to support our students and help assure a timely completion of their degree requirements. We particularly wish to avoid seeing students fall behind and take on additional costs in subsequent quarters if they are unable to complete their outstanding coursework.

The policy below is meant to serve as a guide to ensure that each student is well-positioned to earn our MA degree in a timely and supported manner.

### **Maintaining Good Academic Standing**

Full-time MA students complete three courses each quarter, not including any Workshops or non-credit options they may attend.

To maintain good academic standing, students must submit all required coursework for a passing letter grade in all registered courses before the next quarter begins.

### **Registration**

No MA student may register for more than three courses per quarter. No MA student may formally audit a class or register for an "R."

The only exception, in addition to the three regular courses, will be a Workshop that has been formally designated as part of the MA curriculum (e.g. the QMEHSS workshop for MAPSS-QMSA students).

BA/MA students may, with the approval of their MA Faculty Director, be permitted to take 4 classes.

### **Pass/Fail Policy**

Students may take up to two classes for a Pass as part of their MA curriculum, not including Perspectives, MAPS 30600, or the course that will satisfy their methods requirement.

It is up to individual instructors to decide if the pass is possible, and if so what work must be completed to earn it.

The request for the pass should be made as early in the quarter as possible, and ideally by the end of seventh week. Letter grades cannot be changed to a pass once the final assignment is submitted.

Students are normally advantaged if they are able to show at least a B on the transcript for any technical or quantitatively demanding course, and at least a B+ for most other social science offerings. The pass may be read by employers and PhD selection committees as if the student never took the course, no matter how much work the student may have performed.

### **Methods Requirement**

Students must complete at least one graduate methods course with a minimum grade of B+ as part of their curricular requirements.

There are over 100 courses that qualify across the University in a typical year, and many are taught by the MAPSS academic staff. They cover a vast array of qualitative or quantitative approaches, including Historical Methods, Ethnographic Methods, Interpretive Methods, Survey Methods, Statistical Methods, Organizational Analysis, Network Analysis, Involved Interviewing, Causal Inference, Machine Learning, Rational Choice, Linear Models, Data Analysis, and other statistical and econometric offerings. Students can check the Departmental webpages to see which courses may qualify, and contact their preceptor for confirmation.

Many students will take two or even three graduate methods courses over their MA year. Those courses are normally of special interest to employers and PhD selection committees, showing that the student has a mastery of professional tools necessary to frame and understand their research question.

Students who have completed a graduate-level methods course prior to beginning MA study at UChicago with a grade of B+ or better can petition to have that course meet their MAPSS methods requirement. They should consult with our Student Affairs Administrator for the appropriate form, and must submit a copy of their prior syllabus.

### **Excused Incompletes/Missing Grades**

Students with a missing grade or an Incomplete – marked on the transcript as an “I” – must communicate with their program’s Student Affairs Administrator to discuss their circumstances.

In some cases, the work may have been submitted but the instructor has not yet posted the grade. In rare instances – e.g. the graduate History “seminars” – the student may be completing a two-quarter course, with the grades for each quarter assigned only when the course is complete.

If all required course work has been submitted, the missing grade will be formally excused by the program’s Student Affairs Administrator.

### **Academic Probation**

If a student has any missing or incomplete course grades at the beginning of an academic quarter, and they have not been excused by the Student Affairs Administrator, the student may be placed on academic probation.

That will be the case whether or not the instructor for the course has permitted the student to submit their work late.

Students on probation must meet with their MA program’s academic leadership, to agree on a timeline for that missing work to be completed and help students get back on track.

Our program will do everything possible to assist those students, drawing on other university resources – from UChicago Student Wellness, to the Writing Program, to course advising and mentorship support – to help the student maintain a steady progress toward degree completion. When necessary, we will also draw on available options from the Dean of Students office, including advocating a drop to part-time or Reduced Course Load (RCL) status, a temporary leave of absence, or other measures as may be needed.

Students who fail to complete any missing work within 7 weeks of the quarter it was due may be prevented from registering for any subsequent academic quarters, until the instructor of record, for each class missing a grade, confirms that all course requirements have been met.

No permanent notice will be made on student transcripts. The probationary policy is designed to help students stay on track for MA completion.

Students placed on academic probation will be informed in writing about the expectations for their return to good academic standing, including required coursework and the timeline for completion. The student will be asked to confirm, in writing, receipt of the probationary document and that they have read and fully understand the probationary terms.

In cases where a student is unable to meet the expectations outlined in their probationary document, the student may be subject to dismissal from the University. Students may not transfer to another University degree program or apply for a joint degree program while on academic probation.

Please note that carrying two or fewer incompletes may have repercussions outside the MA program. International students may not meet the definition of full-time status for their continued visa eligibility. Students may find that their loans or outside financial awards are not distributed. Those decisions are not within our MA program's control. Students should contact the Office of International Affairs, Graduate Financial Aid, and our Dean of Students office to see what additional complications may result.

### **Forced Withdrawal/Leave of Absence**

Students with more than two unexcused incompletes or missing grades will meet with the program's academic leadership to discuss a withdrawal from the MA program.

In some cases, that withdrawal may be changed to a leave of absence, giving the student up to a maximum of one year to complete the prior coursework and resume study for the MA degree.

In other cases, the withdrawal may be permanent, and the student will not be permitted to resume study.

### **Failed/Withdrawn Courses**

Students who receive an F or a W for one of their three courses in a particular quarter must pay to take another to meet their MA curricular requirements. Few such courses are offered over the summer.

Students with an F or W on their transcript must meet with their MA program's academic leadership to discuss the steps they will take to make up that class in future quarters.

Students with more than one F or W on the transcript must meet with their MA program's academic leadership to discuss whether a withdrawal or leave of absence is merited.

### **Minimum Program GPA**

Students must earn a minimum 3.0 GPA in order to receive their MA degree.

It is exceptionally uncommon for students to fall below that threshold. Should that happen, the student should meet with their program leadership to talk about how to get back on track.

### **MA Thesis Requirement**

MAPSS is a one-year degree program. Students are expected to complete all program requirements, including the MA thesis, and graduate by the June or August following their September matriculation.

The MAPSS thesis is the centerpiece of your MAPSS degree. Regardless of the path you choose to take after MAPSS, the ability to plan and execute a research project is a valuable skill.

MAPSS theses are of two types, academic and professional.

An academic thesis is a contribution to scholarship. The thesis uses original research to speak to a scholarly literature. An academic thesis is typically 40 double-spaced pages but may be as many as 60. An academic thesis is advised by a member of the SSD faculty or any other person with a doctorate (or equivalent degree) and an appointment in the University.

A professional thesis applies social scientific knowledge and research methods to a concrete problem. It might take the form of a market analysis for a firm; a grant proposal for a non-profit; a policy brief for a legislator or agency leader; an evaluation report on a new mathematics curriculum; an article of long-form journalism for a lay audience; a storyboard for a documentary film; a consolidation of two revised seminar papers demonstrating facility in the application of theory and methods; or other projects as approved by the advisor and faculty director. The length of a professional thesis will be determined as appropriate to the project by the student and advisor, but it will generally be shorter than an academic thesis. It should draw from the

methodological training and the literatures the writer has studied at the University of Chicago. It might relate to an experience in an internship or employment. A professional thesis is advised by the student's preceptor in consultation with the faculty director.

For both types, a thesis proposal must be approved by the advisor by February 14. The proposal lays out the scope and nature of the work to be done on the thesis. The thesis proposal workshop is required for all thesis writers, academic or professional.

Students who do not have an approved proposal by April, or who have not completed the MA within 15 months of starting our MA program, will be automatically assigned a MAPSS faculty reader for the MA thesis. Those persons will no longer be eligible to work with anyone outside of MAPSS on the MA thesis.

All part-time or Reduced Course Load (RCL) students will be assigned a MAPSS faculty reader for the MA thesis.

### **Maximum Time to Degree**

All students must earn the MA degree no more than 10 years following their initial matriculation into the MA program.

### **Unregistered Students**

If an MA student has not registered for any classes by the end of the third week of an academic quarter, whether as a result of a hold on their registration, or through a failure to register as they should have, the Dean of Students may place the student on an involuntary leave of absence.

That will be communicated to the student in writing, with an explanation of what the student must do to be permitted to resume study at the University.

The involuntary leave will take effect, whether or not the student formally responds.

Resumed study at the University is not guaranteed. The conditions for a resumption, when possible, will be decided by the MA Faculty Director in consultation with the Dean of Students.