



THE UNIVERSITY OF
CHICAGO

**MASTERS PROGRAM
IN COMPUTER SCIENCE**



MPCS Program Policies

MPCS LEADERSHIP & STAFF

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MPCS COMMUNICATIONS

Email

- All communication from the MPCS, course instructors and the University will be sent to your **@uchicago.edu** email address. Please make sure to set up this email address. If it is not your primary email address, make sure to forward mail to this address to any email address you check frequently.
- For Booth students, we use your **@chicagobooth.edu** address, however, some instructors or university systems will send to your **@uchicago.edu** email address. We suggest that you set up your **@uchicago.edu** email and forward it to your **@chicagobooth.edu** address so that you do not miss any important information.

mpcs-students@lists.uchicago.edu

This is the mailing list where important announcements are made. You are required to monitor this list and keep your information current. We will subscribe your UChicago account to the mailing list at the start of the Autumn quarter.

masters-admin@cs.uchicago.edu (soon to be admin-mpcs@lists.uchicago.edu)

This is the MPCS administration email address. We encourage all students to send email to this email address (or cc this email address) with any emails that you send to the MPCS leadership and staff. We work as a team to address student questions.

CS SLACK COMMUNITY

- Please review the MPCS Slack policy before joining:
<https://masters.cs.uchicago.edu/page/mpcs-community-cs-slack>
- We suggest that you join the following Slack channels, as they may be helpful to you:
 - #mpcs - For all MPCS students
 - #mba-mpcs - For all Joint MBA/MPCS students
 - #general - Many students, faculty, and staff are in this channel; for announcements and discussion that is relevant to the CS Department.
 - #jobs - Postings for full-time and part-time positions appropriate for all CS members.
 - #announce
 - #fun-list
- We encourage you to be an active member of the CS Slack community. We hope Slack communication will make it easier for new students to get to know each other, MPCS students, faculty and staff, and feel a part of the CS community.

MPCS PROGRAM POLICIES

MPCS publishes a set of Program Policies found under the Current Student section on the website:

<https://masters.cs.uchicago.edu/page/rules-and-policies>

It is your responsibility to read and review the policies.

Important policies to note include Academic Honesty, Academic Probation, Grade Requirements, Course Progression, Course Withdrawal, Graduation Requirements and Leave of Absence.

ACADEMIC HONESTY & PLAGIARISM POLICY

The MPCS has high standards for academic honesty. The MPCS Academic Honesty & Plagiarism Policy is aligned with the **University of Chicago's Academic Honesty & Plagiarism Policy**:

"It is contrary to justice, academic integrity, and to the spirit of intellectual inquiry to submit another's statements or ideas as one's own work. 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 HONESTY & PLAGIARISM POLICY

Cheating, copying, and all forms of plagiarism and academic dishonesty are considered a **SERIOUS OFFENSE** in the MPCS. The MPCS Academic Honesty & Plagiarism policy adds the following requirements to the University's guidelines above for all students taking MPCS classes:

Academically honest work is understood to be the following:

1. **Work that has been done exclusively by you, without any outside assistance.**
2. Work that has involved some outside assistance (such as other students and reference materials found in the library or the Internet), **but which includes proper attribution.**

ACADEMIC HONESTY & PLAGIARISM POLICY

Students must follow these rules for all submitted work:

1. **Always list any external sources consulted in your work:** This includes not only books or websites you consulted, but also students that you discussed your solution with.
2. **Never use another student's work:** Never submit any work that has been written by another student. This is unacceptable even with attribution. You can discuss the high level aspects of an assignment with other students, but the work you hand in must always be your own. Some MPCS instructors may use plagiarism detection software to grade submitted work.
3. **Never share your work with others or post it on a publicly accessible website:** You should never share your solution to an assignment with other students - this is considered a serious offense. If the student you shared your solution with submits that work as their own, you will be penalized too, even if you did not know that the student intended to copy your work.

ACADEMIC HONESTY & PLAGIARISM POLICY

- You should also **never upload your code to public GitHub repositories**, code snippet sharing sites like pastebin, etc. If someone copies your code from such a site, you will be penalized, even if you did not intend for your code to be used in that way.
- You should **never share work from previous quarters** with students in MPCS classes. Even if you are not in the class that quarter, but your work is found to have been copied and submitted, you will be penalized for a violation of academic honesty.
- If you are ever unclear on whether you are following the rules correctly, please **ask your instructor** before an assignment is due. It is your responsibility to seek clarification.
- **The program's administration is notified of any violations of this policy, no matter how minor.** This misconduct will be investigated promptly and referred to a disciplinary committee. Penalties may include a zero for an assignment, an automatic F grade for the course, being placed on academic probation in the MPCS, suspension from the MPCS program or expulsion from the University of Chicago.
- For further information, you may refer to the **MPCS Academic Honesty Guidelines** for code attribution. Link on the MPCS website.

ACADEMIC HONESTY & PLAGIARISM POLICY CONFIRMATION

- The **MPCS Academic Honesty & Plagiarism Policy** should be read by all new MPCS students.
- All MPCS students must complete the MPCS ACADEMIC HONESTY & PLAGIARISM POLICY CONFIRMATION form. **This form will be sent to you in email this week.**
- If you do not complete the **MPCS ACADEMIC HONESTY & PLAGIARISM POLICY CONFIRMATION form**, your course registration for Autumn 2022 will be dropped.

MPCS ACADEMIC HONESTY & PLAGIARISM POLICY CONFIRMATION
Due by Friday, September 30th, 2022

COURSE PROGRESSION

- The curriculum of the MPCS is designed to provide core CS fundamentals at the start of studies. For this reason, we require all entering students to take **three core courses** before moving on to elective classes.
- We do understand that some students are entering the program with a substantial CS background and may have already covered this material. For this reason, we welcome you to make an appointment and talk with us about course planning. We can discuss your background and other core courses that you can take at the start of your studies.

COURSE GRADE REQUIREMENTS

- You must earn a grade of C+ or better in each of the courses that apply toward the degree requirement.
- For the Programming and Math Immersion courses a C+ is required to pass the class and to take core classes.
- Pass/Fail is not an option
- Students not making satisfactory academic progress in the program will be placed on Academic Probation.

ACADEMIC PROBATION

- If a student in the MPCS is not making satisfactory progress towards his/her degree, the student will be automatically placed on Academic Probation.
- In particular, any of the following will place the student on Academic Probation:
 - Earning two or more grades of C+
 - Earning a single grade of C or below
 - Two or more Withdrawals (W), incomplete grades (I) or blank grades.
- The standard requirement is that the student on probation should earn an average GPA of a B+ or better in the next quarter they are enrolled in the MPCS, with no single grade below a C+. This grade requirement will be in place until the student has completed three (3) classes while on academic probation, including both immersion classes and is making satisfactory academic progress towards graduation. Students who fail to improve their academic performance during the probation period may be withdrawn from the program.
- Students are expected to make continuous satisfactory academic progress in the program. Students who encounter unexpected difficulties during their studies should refer to the Leave of Absence policy.
- A student receiving two F grades will be withdrawn from the program for failure to maintain satisfactory academic progress.

PROGRAM OF STUDY DECLARATION

- The MPCS offers 12-Course Specializations in:
 - Data Analytics
 - High Performance Computing
 - Mobile Computing
 - Software Engineering
- At the end of the Autumn 2021 quarter we will ask you to declare your Program of Study (9 or 12 Course Program) and Specialization.
- You do not have to complete the Program of Study or Specialization you chose on your application to the MPCS.
- If you would like to make changes to your Program of Study or Specialization later in the program, you will need to get approval from the MPCS administration.
- If you are on a student visa, we will adjust the end date of your I-20 accordingly. *Please note: Only 12-Course Students receive CPT for a summer internship.*

MPCS-PREREGISTRATION (COURSE RANKING)

- The 2022-23 schedule is posted online on the MPCS website through Spring 2023.
- The MPCS will hold course planning sessions before registration each quarter.
- Before registration each quarter the MPCS will send out a Course Selection survey where students can choose classes for the upcoming quarter. **This survey is the ranking process used for MPCS classes.**
- You will be pre-registered into approved classes that you select in the Course Selection survey. These registrations are non-binding. Changes can be made during the registration period.
- You will not be registered into classes where you don't meet the prerequisites or have scheduling conflicts.
- Many MPCS are filled before registration opens with student selections from the course selection survey.
- Pre-Registration usually takes place in week 5; Registration in week 8.

COURSE REGISTRATION

- Students can view course registrations in the Student Portal (my.uchicago.edu).
- The Student Portal is open for students to make registration changes during registration week and during the first week of the quarter (except for Joint MBA/MPCS students)
- After the first week of the quarter, Add/Drop changes need to be made through our office with the MPCS Registration Form.
- Classes may be dropped anytime before the end of the third week of the quarter to receive a full tuition refund. No tuition refund after week 3.

Make sure your registration is correct in the student portal before the end of the third week.

JOINT MBA/MPCS REGISTRATION

- Joint MBA/MPCS Program students **CAN NOT** enter their MPCS courses registrations on their own. Due to the registrar's coding of joint students, we need to register you in your MPCS classes.
- Changes to your registrations should be made using the MPCS Registration Form. **We will make the registration changes for you.**

NON-MPCS CLASSES

MPCS students in the 9-Course, 12-Course programs may request to take the following types of classes outside of the MPCS:

- Coursework in the CS department, such as upper undergraduate level (20000), PhD level (30000) classes and TTIC classes.
- Up to two (2) courses from non-CS PSD graduate level courses or courses from other graduate divisions and schools (e.g., Booth School of Business).

Must complete the Course Request Form for Non-MPCS Classes. (Link on MPCS website.) Approval for non-CS courses is only given after at least three core classes have been taken in the program.

Joint MBA/MPCS students may request CS classes (CMSC/TTIC), but no classes outside of CS can count towards the 7 required for the degree.

COURSE WITHDRAWAL

- After the Friday of Week 3, if you can not complete a course for any reason, you may withdraw from the class.
- Students can withdraw from a class up until the final exam has been given, or the final project is due; whichever comes first.
- A ‘W’ will be placed on your transcript.
- *For Joint MBA/MPCS students, this only applies to MPCS classes.*

No tuition refund will be available after Week 3.

REGISTRATION QUESTIONS

- If you have any questions about your registration, please send an email to masters-admin@cs.uchicago.edu.
- We receive a very high volume of emails - **please be patient** - we will respond to all emails.
- To make it easier for us, and to get a faster response, please include the following in all emails:

First and Last Name (Official name in University systems, not Preferred name)

Student ID Number

CNet ID

Q&A