



STUDENT HANDBOOK

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STUDENT HANDBOOK TABLE OF CONTENTS

INTRODUCTION	3
I. INSTITUTION MISSION AND GOALS	4
II. GENERAL POLICIES	6
Statement of Non-Discrimination	6
Civil Behavior in a Higher Learning Environment	6
Harassment and Sexual Misconduct	6
Policy and Definition of Harassment	
Sexual Harassment	
Annual Awareness Training for Students	
Complaints	
Consensual Relations Between Faculty and Students	
Assistance for Students with Disabilities	8
Emergency Evacuation Procedures for Persons with Disabilities	
Academic Honesty	9
Academic Misconduct	9
General Complaint Filing	9
Networking and Information Technologies Policy	10
New Information Technology and Intellectual Property	
Eligibility and Acceptable Use	
Sanctions and Procedures	
Safety and Appropriate Use of Facilities	12
Firearms	
Smoke Free Policy	
Safety Awareness	
Security Inspection	
Responsibility for Guests	13
Missing Student Policy	13
Emergency Contact Information	14
Alcohol and Other Drugs	14
III. ADMINISTRATIVE POLICY & REGULATIONS	15
Current Policies, Rules and Regulations	15
Official Communication by Electronic Mail	15
TTIC User Account	15
Student Records	15
Directory Information	
Record Maintenance	
Inspection and Review of Educational Records	
Amendment of Educational Records: Right to a Hearing	
Cost of Copies	
Release of Students' Records	
Learning Resources	17
Library Privileges	17
Initial Computer Equipment Policy	17
Tuition & Fees	17

Student Payment	18
Tax Withholding and Reporting	18
Student Financial Support	18
Student Reimbursement	19
University of Chicago ID Card and cNet ID	19
Address and Name Changes	20
Petitions	20
Student Health	20
Health Insurance Coverage and Opt-Out	
Immunization Requirements	
Student Health Service Facilities	
Retaining USHIP Insurance	
Illinois Student Optional Disclosure of PMH Act	
Student Parent Policy	21
Religious Accommodation	22
English as a Second Language Tuition Benefit	22
Women in Science Conference Support	22
Student Body Funds	22
CITI Conflict of Interest Training for All Institute Members	23
Emergency Messages & School Closings Due to Emergencies or Weather	23
Discontinue Study Notice	23
IV. DISCIPLINARY PROCEDURES	24
Introduction	24
Statutory Provision	24
Definition of Disruptive Acts	24
Authority to Summon	25
Student Status and Holds	25
Involuntary Leave of Absence	25
Identification	27
Constitution of Disciplinary Committees	27
Procedures	27
Report	
Evaluation of Report	
Notice to Student/ Charges	
Student Initial Response	
Resolution without a Formal Hearing	
Formal Hearing	
Reconsideration of Disciplinary Decisions	
Sanctions by University of Chicago	31
Sanctions by Toyota Technological Institute at Chicago	31
Disciplinary Probation	
Suspension	
Expulsion	

INTRODUCTION

The Toyota Technological Institute at Chicago (TTIC) is a community of scholars dedicated to research, academic excellence, and the pursuit and cultivation of learning. TTIC strives to provide an intellectually and socially vibrant institute that offers a safe and supportive environment for all. Each of us plays a role in preserving this environment, and this handbook describes the privileges and responsibilities that we grant to our students as members of the TTIC community. The Student Handbook is the official statement of Institute policies and regulations, and expected standards of student conduct that are applicable to all students.

The primary purpose of policies and regulations, and the articulation of expected standards of student conduct, is to further the mission of the Institute and to protect the well-being of the community. These policies and regulations enable all the members of the Institute to function at their best as a community and respond to situations that threaten or violate that community.

Policies and regulations are to be understood in the larger context of the functioning of TTIC and with sensitivity to the reality that TTIC is not an abstract entity, but rather a sum of its individual units and community members. Rigid conformity to and narrow application of policies and regulations without taking into account the larger context of the functioning of TTIC are not appropriate in our academic community. Policies and regulations are often not more specific than necessary and often are general enough to allow TTIC to respond to situations in their unique complexities and take into account varying situations. As such, they provide a broad framework that is designed to create a level of consistency. TTIC will create new policies and procedures and modify existing ones to address new issues and questions, and to reflect the evolution of our community and the larger society within which our community exists.

The contents of this manual do not create a contract between any individual and TTIC. The contents of the manual are subject to change from time to time at the sole discretion of the Institute, and updated information may be distributed regarding policy and regulation changes, accordingly.

It is important that you take time to familiarize yourself with the materials in this handbook. Let us know if you have any questions, or if you have suggestions for how this handbook can be improved.

I. INSTITUTION MISSION AND GOALS

*Achieving international impact through world-class research and education
in fundamental computer science and information technology.*

This overall mission has two components --- a research mission and an education mission.

The Research Mission

TTIC aims to achieve international impact through world-class research in fundamental computer science and information technology. Here we clarify the intended meaning of the terms in this statement.

Impact. The mission statement focuses on academic impact. A number of criteria may serve to evaluate such impact. These include volume of peer-reviewed publications; reputation of venues in which publications appear; visibility of work in the community as expressed in citations by others; number and reputation of co-authors, in particular in other institutions; recognition by research community, including awards, prizes, invited talks, and invitation or election to serve in senior service positions in professional organizations; reports by external advisory bodies comprised of reputable senior researchers, etc. Precise objective measures of academic impact are controversial and elusive. Alone, not one of the criteria above is a solid measure in itself. However, the combined evaluation of these and similar criteria helps assess the academic impact achieved by TTIC researchers.

Note that the number of patents filed, or the amount of extramural research funding, are not considered measures of academic impact. Although funding is clearly an important tool in achieving impact, it is only a tool and not an end in itself.

Fundamental. The mission statement is intended to focus on scientifically fundamental research. A scientific result is fundamental to the extent that it has open-ended implications. It is important to distinguish being fundamental from being economically important. A calendar program can be economically successful, and hence important, without adding to fundamental knowledge. The concept of NP-completeness adds greatly to the fundamental understanding of computation without having clear economic significance.

Computer Science and Information Technology. Computer science and information technology encompasses many sub-disciplines. In the selection of sub-disciplines for study at TTIC there should be some consideration of relevance to society as a whole. The interpretation of "computer science" and "information technology" should be such that TTIC remains relevant to the societal impact of computation and information.

The Education Mission

The educational mission of TTIC is to achieve international impact through the accomplishments of its graduates as productive scientists and citizens. The notion of "impact" in the educational mission is broader than in the research mission. The graduates of TTIC might achieve impact by starting successful companies, managing successful products, or influencing government directions in research funding. TTIC primarily endeavors to produce PhDs who achieve academic impact throughout their careers. The institute aims to produce graduates who contribute to society through their intellectual leadership in computer science and information technology. Success in the educational mission requires appropriate selection of curriculum, effective teaching to enable learning, effective assessment and mentorship of students, and effective marketing of students in the job market. TTIC strives to place its PhD graduates at high-quality research institutions. TTIC also strives to make its PhD students visible to the academic community before graduation. This can be done most effectively through publications prior to graduation.

Diversity at TTIC

Success in the research and educational mission of TTIC requires a diverse faculty and strong interactions with the multicultural, international, academic, computer science community. However, the research mission alone does not recognize the intrinsic value in diversity. To serve society well, the institute should utilize the intellectual abilities of all segments of society. TTIC recognizes the intrinsic value of diversity in its faculty, staff, and student body.

Vision and Values

The 21st century will see enormous progress in automation. Automated systems may drive cars, do housekeeping, and translate between spoken languages. But technological progress raises social concerns. Technology must not extinguish our right to privacy, make people unemployable, or destroy cultural diversity. While technology presents dangers, it also holds promise. Language translation can reduce misunderstanding. Information management can improve medical care. Communication systems can bring people together. If we can reap the benefits while avoiding the pitfalls, technology may create and sustain harmony and prosperity for mankind. At TTIC, the vision is to discover fundamental principles of computation and change the world through the technologies those principles enable. At the same time, TTIC is committed to the values of human freedom, dignity, prosperity, and diversity. The institute's mission has been formulated to be consistent with this vision and these values.

II. GENERAL POLICIES

Statement of Non-Discrimination

In admissions, employment and access to programs, TTIC considers students on the basis of individual merit and without regard to race, color, religion, gender, gender identity, gender expression, sexual orientation, national or ethnic origin, ancestry, age, disability, genetic information, pregnancy or perceived pregnancy, or other factors irrelevant to participation in the programs of the Institute.

TTIC will endeavor to provide reasonable accommodations to students with disabilities in accordance with applicable law.

Civil Behavior in a Higher Learning Environment

At TTIC, freedom of expression is vital to the shared goal of the pursuit of knowledge, as is the right of all members of the community to explore new ideas and learn from one another. To preserve an environment of spirited and open debate, all should have the opportunity to contribute to intellectual exchanges and participate fully in the life of the Institute.

The ideas of different members of the Institute community will frequently conflict and we do not attempt to shield people from ideas that they may find unwelcome, disagreeable, or even offensive. Nor, as a general rule, does the Institute intervene to enforce social standards of civility. There are, however, some circumstances in which behavior so violates the Institute's standards that formal Institute intervention may be appropriate. Acts of violence, and explicit threats of violence directed at a particular individual that compromise that individual's safety or ability to function within the Institute setting are direct affronts to the Institute's values and warrant intervention by Institute officials. Abusive conduct directed at a particular individual that compromises that individual's ability to function within the higher learning environment, and/or that persists after the individual has asked that it stop may also warrant such intervention.

Harassment and Sexual Misconduct

Policy and Definition of Harassment

TTIC is committed to maintaining an academic environment in which its members can freely work together, both in and out of the classroom, to further education and research.

The Institute cannot thrive unless each member is accepted as an autonomous individual and is treated civilly, without regard to his or her sex or any other factor irrelevant to participation in the life of the Institute. Members of the Institute should understand that this standard must shape our interactions regardless of whether it is inappropriate, even if not illegal. Speech can be deemed offensive even though allowed.

The Institute is also committed to the uninhibited, robust and wide-open pursuit of ideas. We must take great care neither to stifle that pursuit by a multitude of rules, nor to make it "dangerous" to speak one's mind.

Every member of the community must recognize that harassment compromises the integrity of the Institute, its intellectual freedom, and the trust placed in its members. It is the intention of the Institute to take all necessary actions to prevent, correct, and, when necessary, discipline sexual harassment and harassment based on a person's protected status.

Harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. TTIC is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of Harassment. This policy addresses harassment in all forms, including harassment toward individuals with legally protected status for reasons of race, gender, religion, color, age, national origin or

ancestry, genetic information or disability. Also included is any harassment toward individuals for other reasons such as sexual orientation, gender identity, gender expression, marital status or parental status. TTIC will not tolerate harassment of its faculty, staff or students by persons conducting business with or visiting the Institute, even though such persons are not directly affiliated with the institute.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status such as sex, color, race, religion, national origin, age, physical or mental disability or other protected status group.

Sexual Harassment

Sexual harassment deserves additional comment. Sexual advances, requests for sexual favors, or sexually-directed remarks or behavior constitute sexual harassment when:

1. Submission to or rejection of such conduct is made, explicitly or implicitly, a basis for an academic or employment decision, or a term or condition of either; or
2. Such conduct directed against an individual persists despite its rejection; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance by creating what a reasonable person would view as an intimidating or hostile environment.

A person's subjective belief that behavior is offensive, intimidating or hostile does not make that behavior sexual harassment. The behavior must be objectively unreasonable. Moreover, expression occurring in an academic, educational or research context is broadly protected by academic freedom. Such expression will not constitute sexual harassment unless (in addition to satisfying the above definition) it is targeted at a specific person or persons, is abusive and serves no bona fide academic purpose.

Sexual harassment by any member of the Institute community is strictly prohibited. This prohibition includes same sex harassment and peer harassment among students, staff or faculty. Sexual harassment by a faculty member, instructor, or teaching assistant of a student over whom they have authority, or by a supervisor of a subordinate, is particularly serious.

Sexual harassment can take many forms. Some of these are overt and unambiguous while others may be more subtle and indirect. *Direct forms of sexual harassment include sexual assault and sexual advances accompanied by an offer or reward or threats of reprisal. Even a single instance of such behavior constitutes serious misconduct.*

Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. The Institute's current [Sexual Misconduct Policy](#) can be found on the TTIC website. The policy provides definitions of sexual misconduct and explains how to report an incident, and how TTIC may investigate, advise, and handle incidents of alleged sexual misconduct. It explains the importance TTIC places on protecting informants and victims, and providing resources for those reporting misconduct. There is an [online Resource Guide](#) for Victims of Sexual Violence webpage with links to resources for victims of sexual misconduct, and for [reporting](#) sexual misconduct, with anonymous options available.

Annual Awareness Training for Students

TTIC students, under the Illinois House Bill 821 regulations, which went into effect August 2016, will undergo annual sexual misconduct awareness training. A notice of training will be sent each autumn quarter from TTIC administrative offices to students via email, and students will have about two weeks to complete the online training. Failure to complete awareness training by stated deadlines will result in Academic Probation status until training is complete. Failure to complete training at all will result in Suspension status. (Students who begin study

in a quarter other than autumn will be notified shortly after initial enrollment, and will have the same completion window.)

Consensual Relations Between Faculty and Students

Because those who teach are entrusted with guiding students, judging and grading their work, and recommending students to colleagues, instructors are in a delicate relationship of trust and power. This relationship must not be jeopardized by possible doubt of intent, fairness of professional judgment, or the appearance to other students of favoritism. Supervisory employment relations involve similar obligations of fairness and seeming fairness in the management and evaluation of employees.

One of the tenets of our policy, and our commitment to an environment free from sexual harassment, is in regards to faculty or other instructors who have, or have had, romantic relations with a student. It is TTIC's view that it is unwise and inappropriate for that faculty member to teach, supervise in research or graduate work, and/or recommend that student for fellowships, awards, or employment. Employees who have had romantic relationships with an employee under their supervision will likewise lose their supervisory status.

Despite best intentions, such romantic relationships may sometimes develop. Prudence and the best interest of students and employees dictate that in such circumstances of romantic involvement, the faculty member, instructor or supervisor should promptly report the relationship to the Chief Academic Officer, or Administrative Director of Graduate Studies, who will then help find other instructional or supervisory arrangements in a way that safeguards the welfare of the student or subordinate. Such alternatives may include, for example, ceasing to have the student take courses with the instructor or moving the subordinate employee to a different reporting relationship. Faculty and supervisors should keep in mind that initial consent to a romantic relationship does not preclude a charge of sexual harassment in the future.

Assistance for Students with Disabilities

TTIC is a community of scholars, researchers, educators, students, and staff members devoted to the pursuit of knowledge. In keeping with its policies and practices, the Institute, in admissions and access to programs, considers students on the basis of individual merit and without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or other factors irrelevant to study at the Institute.

The Institute does not have a comprehensive program oriented wholly towards educating students with disabilities, but strives to be supportive of the academic, personal, and work-related needs of each individual and is committed to helping those with disabilities become full participants in the life of the Institute.

Students with disabilities should contact Human Resources in as timely a fashion as possible to request assistance and coordination of accommodations at the Institute.

Emergency Evacuation Procedures for Persons with Disabilities

Students with disabilities requiring assistance with emergency evacuation from a building can voluntarily self-identify if they need assistance during an emergency. This information can be submitted to Human Resources.

The following procedures should be followed by a student with a disability in the case of an emergency evacuation from the building:

- Upon hearing a fire alarm and/or being instructed to evacuate the building, if on the ground floor of the building- exit by normal means;
- If above or below the ground floor, relocate or be moved to an area of rescue assistance which is the safest area located on each floor in the building to await assistance from emergency response personnel. DO NOT USE ELEVATORS.

- A listing shall be posted in every building, on each floor identifying the locations of the areas of rescue assistance. These locations are communicated with the Chicago Fire Department during pre-planning tours to enable faster assistance during an emergency event;
- If you cannot access an area of rescue assistance, then proceed to the nearest set of exit stairs that have doors which separate the stairs from the hall corridor. Enter the exit stairwell and wait there for assistance and have someone advise the Chicago Fire Department, University Police or Chicago Police Department of your location;
- If using a stairwell, attempt to position yourself so that you will not block pedestrian paths who may be accessing the exit stairwell; and
- The Chicago Fire Department shall be responsible for evacuating all persons with disabilities from the building, unless prior special arrangements have been made with the individual.

Academic Honesty

Students and faculty of TTIC belong to an academic community with high scholarly standards. TTIC is dedicated to the creation, dissemination, and application of knowledge, fostering an intellectual environment and community deeply committed to certain fundamental ethical principles based on academic integrity. It is contrary to justice, to academic integrity, and to the spirit of intellectual inquiry to submit the work of others as one's own. To do so is plagiarism or cheating, and are offenses punishable under the Institute's disciplinary system. Because these offenses undercut the distinctive moral and intellectual character of the Institute, we take them very seriously and punishments for them may include permanent expulsion from the Institute.

Proper acknowledgment of another's ideas, whether by direct quotation or paraphrase, is expected. In particular, if any written source is consulted and material is used from that source, directly or indirectly, the source should be identified by author, title, and other descriptive elements as advised in a current scientific style guide. Any doubts about what constitutes "use" should be addressed to the instructor or advisor.

Academic Misconduct

Instances where academic misconduct, or fraud in a course, duties or in research by a faculty member or student are suspected may be reported and an investigation may be initiated. The full description of Academic Misconduct and procedures for investigation can be found on the Intranet under Student Policies.

General Complaint Filing

TTIC is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, staff, and administrators. Students are encouraged to seek an informal resolution of a dispute directly with the faculty or individual(s) involved when possible. If you encounter a problem involving the application of a TTIC policy or procedure or have any other dispute or grievance with the institute that you cannot resolve informally and which adversely impacts you, you may file a complaint in writing.

For the purpose of this process, a "complaint" is a general expression of dissatisfaction concerning a TTIC employee, service, or process, or an administrative action, that requires clarification, investigation and/or resolution.

Complaint Process:

- A complaint must be made in writing, signed by the complainant, and submitted to the Director or Administrative Director of Graduate Studies.

- It is important to report complaints promptly and to include a short and concise statement of all the relevant facts and the action or remedy you are requesting so that an investigation can be completed and a resolution achieved.
- Complaints must be filed within fifteen business days from the date of the action or occurrence which is the subject of the complaint.
- The Administrative Director of Graduate Studies will acknowledge its receipt using the student's institute email address.
- The Administrative Director of Graduate Studies reviews each complaint to determine if it is one upon which action should be taken. If the subject of the complaint is primarily of the academic or financial appeals processes, or is a question of academic discretion, the complaint will be dismissed without further action.
- The Administrative Director of Graduate Studies may refer complaints requiring further action to an appropriate academic or administrative official for investigation and resolution, of if the nature of the complaint.
- Within ten business days after receiving a complaint, the Administrative Director of Graduate Studies will advise the student in writing either (a) that the complaint is under investigation and resolution, or if a complaint is referred, to whom the complaint was referred, or (b) that it has dismissed the complaint and the reason for the dismissal.
- A complaint has twenty business days from the date of the referral to be investigated and addressed. During the investigation and resolution process, the administrator will communicate directly with the student who has filed the complaint. At the conclusion of the investigation and resolution, the administrator will notify the student (and if referred, the Administrative Director of Graduate Studies) in writing of the results of the investigation and the resolution of the complaint.
- The Administrative Director of Graduate Studies may extend the investigation period beyond twenty business days by notifying, in writing, the student who filed the complaint.
- A complaint may be dismissed without further action if the student fails to cooperate in the investigation.
- The Administrative Director of Graduate Studies will log all written complaints, and the handling and resolving of complaints in the institute Student Complaint Log

NOTE: Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Many problems are resolved when one makes an appointment with a faculty or staff member and calmly and honestly communicates their concerns. Situations involving Harassment and Academic Records have their own separate procedures, as noted in this Handbook. While TTIC encourages students to attempt to resolve disputes informally, there is no requirement that students do so before availing themselves of the formal reporting procedures described above. Complaints involving potential illegal harassment and/or sexual violence, rape, domestic violence or stalking will always be subject to formal resolution and reported to appropriate authorities. See *TTIC Sexual Misconduct Policy and TTIC Discrimination, Harassment and Abusive Behavior Policy*.

TTIC complies with the Illinois Board of Higher Education (IBHE) Illinois Administrative Rules governing degree-granting institutions (23 Ill. Admin. Code 1030.30) for reporting complaints. Complaints may be made, and instructions can be found at <http://complaints.ibhe.org> or mailed to 1 N. Old State Capitol Plaza, Suite 333. Springfield, IL 62701-1377.

Networking and Information Technology Policies

New Information Technology and Intellectual Property

Students occasionally use the facilities or resources of the Institute to make discoveries or inventions that have commercial application. Such inventions are most likely to occur in a laboratory or research team environment, but can, in principle, happen in many ways.

Because information technology can change rapidly, the most important obligation of students who exploit such technologies is early disclosure of what they are doing to the Chief Academic Officer or Director of Graduate Studies. Only with such disclosure can the Institute have a good sense of how new information technologies are

being used and how the administration can fulfill its obligation to support such work.

The policy on discoveries and inventions by faculty members is similarly applied to students as well. Please consult with your advisor when you come across this matter. Institute Statute 8 and the Institute Intellectual Property policy (found on the TTIC Intranet) govern discoveries and inventions.

Eligibility and Acceptable Use

TTIC provides information technology for educational, research, and administrative applications for its students, faculty, and staff. With only a few exceptions, the present policy simply applies these larger policies and procedures to the narrower information-technology context. It balances the individual's ability to benefit fully from information technology and the Institute's need for a secure and reasonably allocated information-technology environment.

In general, faculty, students, and staff may use Institute information technology (which includes privately-owned computers connected to the Institute/University network) in connection with the Institute's core teaching, research, and service missions. Certain non-core uses that do not consume resources or interfere with other users also are acceptable. Under no circumstances may faculty, students, staff, or others use Institute information technology in ways that are illegal, that threaten the Institute's tax-exempt or other status, or that interfere with reasonable use by other members of the Institute community.

Violations of information technology rules and policies typically result in Institute and/or University disciplinary action, which may have serious consequences.

Students are expected to follow the University of Chicago policies for the use of University information technology and its resources. In addition, TTIC reserves the right to prohibit or restrict any use of information technology of the Institute.

Principles

Three general principles underlie eligibility and acceptable use policies for information technology:

- Institute information technology is for Institute faculty, students, and staff to use for core Institute purposes.
- Any use counter to this, or which interferes with core use by others, is unacceptable.
- Some applications of Institute information technology are unacceptable even if they serve core purposes.

Definition

Institute Information Technology is defined as:

Any computer, networking device, telephone, copier, printer, fax machine, or other information technology which

- is owned by the Institute or University or
- is licensed or leased by the Institute or University and/or
- is subject to Institute or University policies.

In addition, any information technology which:

- connects directly to the Institute or University or the Institute data or telephone networks,
- uses Institute/University network dial up facilities (the campus modem pool),
- connects directly to a computer or other device owned or operated by the Institute or University, and/or
- otherwise uses or affects Institute or University information technology facilities

is subject to Institute and University information-technology policies, no matter who owns it.

Restricted Applications

Restricted applications of Institute information technology primarily include:

- Those that threaten the Institute's tax-exempt status, such as certain kinds of political activity and most commercial activity
- Those that are illegal, such as fraud, harassment, copyright violation, and child pornography
- Those that deprive other users of their fair share of Institute information technology or interfere with the functioning of central networks and systems, such as mass mailings, chain letters, unauthorized high-

- bandwidth applications, or denial-of-service attacks
- Those that violate more general Institute statutes, bylaws, and policies

Disclaimers do not render restricted applications acceptable. The only recourse available to someone interested in such applications is to use non-Institute/University computers, networks, and other technologies.

Sanctions and Procedures

When any use of information technology presents an imminent threat to other users or to the Institute's technology infrastructure, system operators may take whatever steps necessary to isolate the threat, without notice if circumstances so require. This may include changing passwords, locking files, disabling computers, or disconnecting specific devices or entire sub-networks from Institute, regional, or national voice and data networks. System operators will restore connectivity and functionality as soon as possible after they identify and neutralize the threat.

Telephones, computers, network connections, accounts, usernames, authorization codes, and passwords are issued to users to identify them as eligible users of Institute information technology. Users are responsible for not sharing their privileges with others, and especially for ensuring that authorization codes and passwords remain confidential. Users of computers connected to the campus network, permanently or temporarily, are responsible for ensuring that unauthorized users do not thereby gain access to the campus network or to licensed resources.

Use of information technology that violates this Policy, and rules based on it, may result in disciplinary proceedings and, in some cases, legal action. Disciplinary proceedings involving information technology are the same as those for violations of other Institute policies, and may have serious consequences. Unauthorized use of Institute information technology may result in police intervention or legal action.

Safety and Appropriate Use of Facilities

Firearms

Possession of firearms of any kind, explosives, or other dangerous objects or materials on the Institute and University campus property is prohibited.

Smoke Free Policy

Smoking is not permitted in public and shared areas of Institute and University buildings or hazardous use units; this includes all space in libraries, museums, coffee shops, commons, and laboratory buildings.

Safety Awareness

The University of Chicago Police Department (UCPD) operates 24 hours a day to serve and protect the University and Institute faculty, staff, students, and community. To summon assistance or in case of emergency, call 702-8181, or 123 from all campus phones. In addition, the University Police encourage all members of the community to use any of the more than 100 white emergency telephones installed throughout the neighborhood. The phones provide a direct line and alarm signal to the University Police.

In case of an incident requiring city police response, the University Police Department summons the Chicago Police Department. If you witness or are involved in an incident, you are urged to call the University Police or, if more convenient, the city police/fire emergency number 911.

To provide better protection and increase service, calls to the University Police Communications Center and from emergency phones are recorded, as are calls to the Chicago Police Department, including 911.

The UCPD provides access to a range of data and information from its day-to-day operations. This information goes beyond the requirements of the Illinois law for police departments at private institutions, but is provided as a way to enhance the transparency of its policing activities. https://safety-security.uchicago.edu/police/data_information/

The campus community may make a UCPD incident report through an online form here: https://safety-security.uchicago.edu/police/contact_the_ucpd/complaint_form/

TTIC maintains an “[Emergency Contacts](#)” intranet page with important emergency contact information including University police, Chicago police, building security, medical center, and c-alert.

Security Inspection

TTIC is an academic environment free of illegal drugs, firearms, explosives, or other improper and illegal materials. Wishing to maintain a safe environment, TTIC prohibits the possession, transfer, sale, or use of such materials on its premises.

Desks, cubicles, offices, cabinets, digital storage, and other storage devices are provided for study, as academic tools, and the convenience and comfort of students and employees but remain the property of the Institute. In the event that safety or legal compliance is in question, they, as well as articles contained within them, can be inspected by an Institute officer, Human Resources, Chief Academic Officer, or campus police officer at any time, with or without prior notice. Records of any searches shall be maintained in the Office of Human Resources.

Responsibility for Guests

Hosts are always responsible for the behavior of campus guests, who, while they are visitors, are expected to observe the behavioral standards set for students at the Institute on the University of Chicago campus.

Students who have visitors who will be at TTIC for more than two days should bring the visitor to check-in with the Office of Human Resources. Visitors and guests should only be on the premises when their host is also present, it is during open building hours, or they have a building access ID of their own.

Missing Student Policy

For the purposes of this policy, a student may be considered to be a “missing person” if the student’s absence from campus is contrary to his or her usual pattern of behavior, and the Institute has reasonable belief that unusual circumstance may have caused the absence. Such circumstances may include but are not limited to a report or suspicion that the student may be a victim of foul play; the student has expressed suicidal thoughts, may be drug dependent or in a life threatening situation; or if the student is overdue returning to campus and is not heard from after indicating a return time to friends, family, or an Institute community member.

If a member of the TTIC community has reason to believe that a student is missing, that individual should contact the TTIC Administrative Director of Graduate Studies. The Administrative Director of Graduate Studies will collaborate with the Chief Academic Officer and Human Resources in an effort to locate the student and determine his or her state of health and well-being. The institute officials will gather pertinent information about the student and situation from the reporting person. Such information may include description, cellular phone number, clothes last worn, vehicle description, information about the physical and emotional well-being of the student, an up-to-date photograph, etc.

Institute officials will also endeavor to determine the student’s whereabouts through direct communication attempts (phone and email); contact with friends, associates, and/or employers of the student; and determine whether the student has been attending classes, scheduled organizational or academic meetings, and work.

If a student is reported missing and cannot be located, notices will be made as follows:

- University of Chicago Police, Dean on Call, and the student’s listed Emergency Contact will be notified within 24 hours of the reported missing student.
- In the absence of an Emergency Contact, parents/guardians will be notified to determine whether they know the whereabouts of the student.

- Chicago Police Department would be contacted after consultation of the above named parties.

After the student has been located, officials will attempt to verify the student's state of health and intention of returning to the campus. When and where appropriate, a referral may be made to the Students Counseling Services and/or the Student Health Center.

Communications about Missing Students

The University of Chicago Dean of Students or Communications Office may be part of TTIC's administrative response team and may assist with media inquiries concerning a missing student and to elicit public assistance in the search for a missing student.

University Police or Chicago Police would be consulted prior to any information release from the Institute so as not to jeopardize any investigation.

Emergency Contact Information

Upon initial matriculation, students will designate an emergency contact. The designation will remain in effect until changed or revoked by the student. Students are advised that their contact information will be registered confidentially, will be accessible only to authorized Institute officials, and will not be disclosed to any third party except to medical or law enforcement personnel in furtherance of a missing person investigation or medical emergency. A student may update their information at any time on my.uchicago.edu.

Alcohol and Other Drugs

The Institute recognizes both alcohol and drug abuse as potential health, safety, and security problems. The Institute expects everyone to assist in maintaining an institute environment free from the effects of alcohol and other drugs.

The Institute prohibits all students and employees from the unlawful manufacture, possession, use, distribution, sale, or purchase of alcohol and illicit drugs on Institute premises or as part of any Institute activity, and from working under the influence of alcohol or illicit drugs. The only exception to this provision applies to moderate consumption and/or possession of alcohol on Institute premises at approved functions (e.g., receptions) by those legally permitted to consume or distribute alcohol. Such functions must comply with all applicable Institute guidelines.

All students and employees are required to be able to perform their jobs. If an employee or student may be impaired by medication taken according to a doctor's prescription or the medication's directions, he or she is expected to discuss it with his or her supervisor or advisor. All members of the Institute community are responsible for full awareness of the requirements of federal and Illinois statutes and Chicago ordinances concerning the consumption, possession, and sale of alcohol and other drugs. The Institute expects each member of the community to be responsible for his or her own conduct and the consequences of that conduct. The full Drug and Alcohol Policy may be found on the Intranet.

III. ADMINISTRATIVE POLICY & REGULATIONS

Current Policies, Rules and Regulations

In the autumn quarter the Institute publishes the current policies, rules, and regulations related to registration, student status, grades, graduation, and the like. ***All students are responsible for familiarizing themselves with these policies, procedures and rules.***

Official Communication by Electronic Mail

Official communications from the Institute are sent via electronic mail (e-mail) to each student's *ttic.edu* Institute e-mail account and students are responsible for the information. If a student wishes to read that mail via a personal account, he or she assumes the responsibility to set up and maintain any forwarding functions.

TTIC User Account

Your *ttic.edu* (and *uchicago.edu*) usernames and passwords are your electronic identification. Students are explicitly forbidden from sharing those usernames, passwords and accounts. Users are responsible faculty or maintaining the security of their accounts and all activity occurring under those accounts.

You are responsible for any misuse of data that takes place through use of your accounts. Always protect your electronic identity. Consult the TTIC Director of IT if you have questions about your account or network/digital life at TTIC.

Student Records

Directory Information

Without express consent from the student, the Institute only makes available such information as would ordinarily be published in a student directory or other materials intended for public distribution: name, address, telephone listing, major field of study, awards and honors, participation in officially recognized activities, dates of attendance, degrees, the most recent educational agency or institution attended, and similar information. However, students may request that their address and telephone number be withheld.

The Institute may from time to time use photographs of students in its publications and other materials.

Due to the special nature of the relationship between TTIC and the University of Chicago, and the agreement that allows students to enroll in University courses, only that information that is necessary for University academic and administrative record keeping and academic participation is shared with the appropriate University staff, without the express consent of the student.

The Institute may furnish other information from a student's file only upon written request from the student.

Record Maintenance

A student's educational records are defined under the Family Educational Rights and Privacy Act 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." A student's official academic record is maintained indefinitely at the Institute.

The Family Educational Rights and Privacy Act (FERPA or Buckley Amendment) assures students access to their education records and protects the student's right to privacy. The FERPA information listed below is also posted on TTIC's intranet under "Student Policies."

Inspection and Review of Educational Records

In furtherance of the federal Family Educational Rights and Privacy Act as amended (FERPA), the following compliance procedures will be followed by the Institute:

1. All students who are or have been in attendance at the Institute shall have the right to inspect and review their educational records, subject to the limitations provided under FERPA and its applicable regulations.
2. Students should file a request to see their education records with the Institute. A representative from the Institute will discuss such requests with the student to assure that the appropriate records are compiled for the student's review. The representative will make arrangements for access and will notify the student of the time and place where the records may be inspected.
3. Information such as recommendations collected by the Institute, in connection with a student's admission to the Institute will be considered to have served its purpose upon a student's acceptance, and will not be part of an official record.
4. A student's medical records, maintained separately by the Institute, are unavailable for non-medical use within the Institute and are also unavailable for non-medical sources outside the Institute. They will not be considered part of a student's educational records. A student may of course continue to consult his or her physician about his or her medical records.
5. Parental statements of financial resources will remain confidential. Where parents indicate a willingness for the information in such statements to be shared with the student, the statements will be made available to the student upon request.
6. Notes written by a member of the faculty, an advisor, or others concerning students, for the exclusive use of the writer, and not shared, will be retained by the writer and will not be considered part of the student's educational record.

Access to a student's educational records will be provided within a reasonable period of time, but no longer than forty-five days after the request has been made.

Amendment of Educational Records: Right to a Hearing

The Institute will provide students an opportunity for a review if they believe their educational records to be inaccurate or misleading. If a student believes a record is inaccurate or misleading, he or she may write the Institute official responsible for the record or the Registrar, clearly identifying the part of the record he or she wishes changed and specifying why the record is inaccurate and misleading.

A conciliation conference between the student, the Registrar, and the author of the challenged material will first try to reach a reasonable solution. Such a solution might be the correction or deletion of the challenged material, or the insertion by the student of a written explanation of the material.

Should the results of this conference prove unsatisfactory to the student, and if he or she so requests, a hearing will be conducted. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. Note: such a challenge to a record does not include a student's disagreement with the grade received in a course, except if it involves a typographical error in the recording of the grade.

Complaints regarding alleged violations of FERPA may be submitted to: The Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

Cost of Copies

TTIC does not currently charge to receive copies of one's official or unofficial transcript. The Institute retains the right to change this policy in the future.

Release of Students' Records

Under current federal regulations, except for "directory information" about a student, a student's records may not be released without his or her prior written consent with the exception of the National Student Clearinghouse for student loan deferment purposes, other Institute officials who have "legitimate educational interests," or by student request for enrollment verification and degree verification purposes. Several specific instances where a student's educational records may be disclosed without his or her prior written consent are outlined in the TTIC FERPA notice on the Intranet, under Student Policies.

An "Institute official" is a person employed by the Institute in an administrative, supervisory, academic, research, or support staff position (including law enforcement and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or another Institute committee; a student serving on an official Institute committee (such as a disciplinary committee) or who is assisting another school official in performing his or her tasks; and any other person determined by the Institute to have a need to know the information in order to perform their administrative tasks, provide a service or benefit for a student, or to fulfill a legitimate educational interest of the Institute.

An Institute official has a "legitimate educational interest" if the official needs to review an educational record or have access to the information in the educational record in order to fulfill his or her responsibilities for or on behalf of the Institute.

Learning Resources

TTIC provides a state-of-the-art computational facility for the purposes of education and research. Students are provided with a personal workspace including their own personal computer, and access to printers. MAT-LAB, Mathematica, MS Office and other software will be installed on the computers, as needed. A TV and/or projector and screen are provided in conference rooms for presentations. TTIC has a library on the premises. In addition, students and faculty of TTIC are granted full privileges at the University of Chicago libraries and learning centers.

Library Privileges

TTIC students may utilize and access the University of Chicago library system using their ID card, and cNet ID. There is no additional charge to students. Privileges include access to the six campus libraries, borrowing privileges, remote access, facility use, and digital resource access. TTIC students are subject to all University library policies at all times for the privilege of utilizing library services.

Initial Computer Equipment Policy

Students, upon initial matriculation at TTIC, may work with the Director of Information Technology and their advisor to request computer equipment. New PhD students will be provided an allowance to purchase computer equipment. This is a one-time grant. No additional funds will be given if the student requires additional computer equipment during the course of their study at TTIC. Requests must be approved by advisors, and orders may only be placed by the Director of Information Technology. No reimbursements will be issued. The full Institute Student Funding Policy may be found on TTIC's intranet under "Student Policies."

Tuition & Fees

The current academic year's tuition, charges and fees are listed on the TTIC's intranet under "Student Policies."

Student Payment

Upon matriculation, and during orientation, students who will receive wages, fellowships, or scholarships from TTIC will work with Human Resources to initiate any necessary tax and legal documents and processes (if applicable.)

International students must complete a TTIC financial service software profile and turn in a signed Tax Summary Report to Human Resources. Human Resources will review this form and determine the student's tax status in the U.S. and wages will be taxed according to tax law. Human Resources will review this information with the student prior to the first paycheck date. The process will be explained during orientation. If a student's visa or legal status changes, Human Resources should be consulted immediately.

All students enrolled in the PhD program will work as Research Assistants (RAs), or Teaching Assistants (TAs), either supported by TTIC funds or faculty grants. Students who receive a grant from an outside agency will receive neither TTIC nor faculty research funding. If the outside grant is less than TTIC's standard funding package, either TTIC or the faculty member's grant will pay the difference. Students on a full-time paid internship will also not receive funding from TTIC for the duration of the internship.

A student's admissions acceptance letter contains details of the support guaranteed from TTIC, and typically includes a research assistantship, health insurance and Student Life fees, paid monthly. Payment of stipends occurs on the regular TTIC pay dates at the end of the month for that month, e.g. on July 31 for the month of July. The full Institute Student Funding Policy may be found on TTIC's intranet under "Student Policies."

Tax Withholding and Reporting

Taxes will be withheld for students in accordance with federal, state and local law. Prior to receiving any payments all students need to complete the following paperwork with Human Resources:

- Form I-9 Employment Eligibility Verification (HR Office will use information on I-9 for E-Verify background check)
- Federal Form W-4 Employee's Withholding Allowance Certificate
- Illinois Form W-4 Employee's Withholding Allowance Certificate
- If student does not have a Social Security Number HR will assist in completing Form SS-5 and supporting materials.
- All international students will need to complete/update their record in TTIC's financial service software upon entrance to TTIC's program and annually thereafter. Additional paperwork may be required as a result of the tax analysis done by this software.

International students will have an annual meeting with Human Resources regarding their individual tax status in the U.S. and any changes that may occur to that status.

In accordance with federal law, students working as RAs or TAs will receive a W-2 from HR by January 31 of each year; form W-2 details the previous year's tax withholdings. International students receiving non-taxable payments under a tax treaty will receive a 1042-S from HR by March 15 each year. Students are responsible for preparation of their own tax returns and payment of any additional taxes not withheld by TTIC.

Student Financial Support

TTIC financially supports its PhD students who continue to meet the on-going requirements as outlined in the student's admittance letter. This support package includes full tuition, stipend, life fees, and student U-SHIP insurance for the duration as outlined in the student's admittance letter. Students are encouraged to apply for external fellowships, information on which can be found on the Registrar website. A student funded through an external fellowship will receive the maximum of fellowship and TTIC stipends, and may be eligible to receive a supplement in accordance with the Student Funding Policy. The full Institute Student Funding Policy may be

found on TTIC's intranet under "Student Policies."

Student Reimbursement

Students may be eligible for reimbursement for qualifying educational equipment or attending events, conferences and/or workshops. Requests for reimbursement shall be submitted with advisor approval, according to TTIC policies, and provided the student is in good standing. Travel must be approved via Travel Request form submitted to Student Services at least one week prior to travel.

Reimbursements require approval by the funding faculty member (typically the advisor) or office **prior to** the purchase or travel. Reimbursement request procedures **must be completed within 30 days** of the purchase or return from travel. Reimbursements are paid to students in a single payment by business check. Full *Student Funding Policy* and *Travel/Reimbursement Procedure* may be found on TTIC's intranet under "Student Policies."

Please note: Travel, expenses not approved prior to purchase (via signed Travel Request submitted to Student Services at least one week prior to travel) may be ineligible for reimbursement.

University of Chicago ID Card and cNet ID

Due to TTIC-University of Chicago integrated systems and campus proximity, students are assigned a University of Chicago ID card, called the Chicago Card. This card allows students access and use privileges of the University of Chicago libraries, athletic facilities, campus bus and shuttle transportation, and other University services, including building access. Students will also be assigned a CNet-ID, which allows access to the University's email system and other administrative student systems.

The access and privileges that a card affords a student will be revoked if a student's status becomes suspended, or the student leaves the program. The card is not transferable and must be presented upon demand to any Institute or University official. There is no charge for the card, but replacement cards are \$20.

Students will also use their Chicago Card, for 24/7 access to the main entrance of the 6045 S. Kenwood building, elevators, and the TTIC office areas. Take your Chicago Card to the Events and Facilities Manager to activate the building access functionality.

After normal working hours in the evenings and on weekends the keycard must be used to gain access. Doors are generally unlocked from 8:30 AM – 5:00 PM, Monday through Friday.

The building is completely closed on all Institute/University holidays and the Chicago Card will not open the doors. Holidays include:

- New Year's Day – January 1st
- Martin Luther King, Jr. Birthday – 3rd Monday in January
- Memorial Day – Last Monday in May
- Independence Day – July 4th
- Labor Day – 1st Monday in September
- Thanksgiving Day – 4th Thursday in November
- Day after Thanksgiving Day – 4th Friday in November
- Christmas Eve – December 24th
- Christmas Day – December 25th

Generally, holidays that fall on Saturday will be observed on the preceding Friday, and holidays that fall on Sunday will be observed on the following Monday.

Please notify the Events and Facilities Manager immediately to report lost or stolen ID cards, for security purposes. Complete *Building Access* policies are on the TTIC's intranet "Policies" page.

Address and Name Changes

A student's address and contact information should be current at all times in Populi <https://ttic.populiweb.com> , TTIC's student management system, and at my.uchicago.edu Uchicago's student management system.

Students are responsible for updating any change of name or address, whether campus, local, or permanent. Changes of name must be notarized. If the Institute mails a grade report, registration form, or bill to the address on file and if the mail is returned to the Institute because the student no longer resides at that address, the item will not be mailed again, nor will late payment nor late registration fees be waived.

International students who are in the US in F or J visa status must notify the TTIC Office of International Affairs within 10 days of any address change. Failure to do so may jeopardize the student's valid status.

Students wishing to withhold the release of their addresses and phone numbers to third-parties may request this in writing or in person to the Institute.

Petitions

Any student who wishes to appeal for special consideration under an Institute regulation or an interpretation thereof must file a written petition with the Chief Academic Officer or the Administrative Director of Graduate Studies.

Student Health

Health Insurance Coverage and Opt-out

The Institute requires all students to carry medical insurance. Students enrolled in the PhD program will be automatically enrolled in the University of Chicago's Student Health Insurance Plan (USHIP), annually. TTIC will oversee payment of the USHIP insurance for all students. If students have personal health insurance that is comparable in services to USHIP, they may opt-out of USHIP by waiving coverage through my.uchicago.edu. TTIC will only cover a student's enrollment in USHIP and no other plans. Opt-out is only an option through the end of week three of the quarter. If a student notifies TTIC that they opt out of USHIP, they are indicating their full responsibility for self-payment of their individual coverage in an alternate plan, and must provide TTIC with proof of enrollment in their alternate plan for the entire academic year.

If a student wishes to enroll his or her spouse or dependents in USHIP, the student will be responsible for paying the added portion of the insurance premiums on a quarterly basis.

Details regarding U-SHIP may be found on the University of Chicago's Student Healthcare webpage: <http://wellness.uchicago.edu/page/student-insurance>

Immunization Requirements

By State of Illinois law, 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 foreign students). Completed proof of immunization records must be submitted no less than four weeks before a student's initial enrollment to avoid a restriction on registration, and must be entered into the Immunization Portal online. (Select University of Chicago as the organization).

Student Health Service Facilities

The University of Chicago Student Health Service is also available to TTIC students. This medical facility and clinic takes both emergency and non-emergency cases, and provides required immunization shots. For office hours and further information please refer to <http://scc.uchicago.edu>. The facility's address and phone number is as follows:

860 E. 59th Street, R100 (Goldblatt Pavilion Entrance)
Chicago, IL 60637
Phone: (773) 702-4156

Retaining USHIP Insurance

Plan participants who go on leave or are not in-residence at TTIC may remain enrolled in U-SHIP at the registered student rate through the remainder of the quarter in which their absence was granted. Plan participants not in residence (and without campus privileges or student life fees paid) may not have access to utilize Student Primary Care Service and Student Counseling Services on campus. Consult with TTIC Human Resources office to confirm all health services before departing Chicago or going on leave.

The Illinois Student Optional Disclosure of Private Mental Health Act

The Illinois Student Optional Disclosure of Private Mental Health Act (the "Act") provides students with the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person of their choosing. Under the Act, TTIC may disclose mental health information in the event that a physician, clinical psychologist, or qualified examiner employed by TTIC makes a determination that the student poses a clear, imminent danger to themselves or others. In such a case, the physician, clinical psychologist, or qualified examiner must, as soon as practicable but no more than 24 hours after making such a determination, attempt to contact the designated contact person and notify him/her that the physician, clinical psychologist, or qualified examiner has made a determination that the student poses a clear, imminent danger to themselves or others.

Students are not required to designate a contact person. If a contact person is designated, it can be a parent, guardian, or other person over the age of 18, close to the student. Please be advised that under certain circumstances as permitted or required by law, certain TTIC officials may contact a student's parents or others, without consent of the student, in the event that a student's behavior poses an imminent significant threat to the safety, health, or well-being of any member of the TTIC campus community. TTIC's Office of Human Resources maintains students' elected contacts, as submitted through a disclosure form, submitted by the student. See Human Resources to submit or update a form, or for questions.

Student Parent Policy

TTIC recognizes that the decision to begin a family often coincides with the years during which women and men are engaged full-time in graduate study. By establishing general principles and minimum modifications for students who become parents during their graduate studies, this policy addresses the conflicts and issues that may arise as two important milestones—an advanced degree and parenthood—come into play simultaneously.

The graduate student parent policy includes the following academic support options:

- Parental Relief Leave of Absence, and
- Milestone Extensions

As students of any gender plan for the birth or arrival of a child, they are encouraged to consider both options in conversation with their advisors, the Director of Graduate Studies and the Chief Academic Officer. Faculty must be realistic about the rate of progress of students experiencing pregnancy and childbirth or taking care of a new child. Together, students and their advisors should arrange a timeline for meeting requirements and make appropriate accommodations for particular circumstances. The success of this graduate student parent policy depends upon full, open, and timely communication and cooperation among the student, the advisor, the Director of Graduate Studies and the Chief Academic Officer.

The ultimate is to allow students the chance to adjust to the extra demands of pregnancy and parenting, while maintaining academic progress towards degree completion. The complete *Student Parent Policy*, in full detail

may be found on TTIC's intranet under "Student Policies."

Eligibility

A graduate student requesting parental accommodations must have substantial parenting responsibilities. Substantial parenting responsibilities are defined as pregnancy, childbirth, care of a newborn or newly adopted young child, the serious illness of a child, and other exceptional circumstances relating to a child. The child may be the student's child or that of a spouse or domestic partner.

Note that a pregnant student, or a student parent undergoing an adoption process, who chooses an academic leave of absence will need to provide verification from a medical provider or an adoption agency regarding the need for the leave or extension. All terms for modification or leave should be documented in writing from TTIC administrative offices before the adjusted period begins to be considered valid.

Taking a leave (with a student schedule falling below full-time) may have implications for an international student's F-1 visa status, and international students considering a leave should work with the Office of International Affairs to explore options and to make arrangements so that any leave can be as minimally disruptive to their immigration status as possible

Religious Accommodations

Reasonable accommodations will be made to allow students to observe their religious holidays and religious obligations. The student should notify the advisor(s), instructor(s) and/or administrator(s) of conflicts due to religious holidays or obligations well in advance of any anticipated absences or conflicts, and request accommodations.

English as a Second Language Tuition Benefit

TTIC students for whom English is a second language and who can benefit from the course offerings are eligible for tuition assistance for ESL courses offered by the English Language Institute. Please refer to the *ESL Tuition Reimbursement Policy* found on TTIC's Intranet for the current reimbursement policy. Also refer to the University of Chicago English Language Institute website for current course offerings.

Women in Science Conference Support

TTIC makes support available to female students to attend Women in Science/STEM Conferences for an opportunity to interact and network with the STEM community of women with common academic and professional goals. With TTIC and its female population small in size, the Institute strives to try to find ways to support the female student population and allow them access to larger networks of support including individual and group academic support, peer mentoring, STEM career advising, support for conference attendance and professional meetings, and professional development opportunities.

TTIC is committed to providing financial support for two separate conferences per female student at two timing points in their student career: one in Pre-Candidacy, and one in Candidacy. For full policy, procedure and details of eligible expenses covered, please refer to the *Women in Science Conference Support Policy* found on TTIC's Intranet.

Student Body Funds

TTIC makes funds available to its student body to provide and support opportunities to interact and network, build community, explore the city and region, and organize activities of student interest. The approved annual budget for Student Body Funds is \$2,000. Students are responsible for adhering to the policies that allow access to the

funds. Student Services oversees maintenance and oversight of the annual program. New funds become available on September 20 each year, and expire on September 19. Funds not used do not carry over into the next year. For full details on eligible uses of funds, refer to the full policy on the TTIC Intranet.

CITI Conflict of Interest Training for All Institute Members

All TTIC students, faculty and visiting scholars are required by Institute policy to successfully complete Conflict of Interest (COI) training, and ongoing successive training if undergoing work supported by certain external funding agencies that require ongoing training.

The COI course is delivered online via CITI Training. Participants are trained on material, then given quizzes to verify understanding of the material. A score of 80% or better constitutes a passing score. Test results are auto-relayed to the TTIC Human Resources Office, with results valid for 4 years.

Students may complete training over the summer, but no later than one month after beginning enrollment at TTIC (typically the end of October for autumn enrolling students).

(Unlike the Responsible Conduct in Research Training, which is a PhD program requirement, with the record kept by the Registrar, this is an institute requirement, and the record will be kept with Human Resources.)

Scores are transferable and may be transferred to other schools or employers for your benefit, or transferred in if you have completed this elsewhere, and your scores are still valid/ not expired.

Students may access any required CITI training and instruction from the Registrar website under the left menu item *Student CITI Training*.

Emergencies Messages and School Closings Due To Emergency or Weather

Any local or national emergency situation or inclement weather that forces the University of Chicago to close or cancel classes will automatically dictate that the TTIC facilities will be closed as well. TTIC may dispatch emergency notifications to the mobile phone students used to register in Populi. Alternatively, students may check *ttic.edu* email for an announcement, listen to local radio stations or refer to the University website. University c-Alert will alert campus members of local campus emergencies. Message and data rates may apply.

Discontinue Study Notice

Students who have been enrolled at TTIC but will be discontinuing study, should complete a *Discontinue Study Notice form* to notify the Institute. This form should be completed before the start of the quarter in which the student will discontinue study, at the latest. Other than completing the form, no other notification is required. The form may be attained through the Registrar website. The student may be requested to complete an online, anonymous exit interview.

International Students are responsible for consulting with the TTIC International Affairs Office to discuss visa matters and timelines.

Students who discontinue study cease to receive: tuition, institute fellowship and scholarship support; student privileges at TTIC and the University of Chicago (such as campus transportation, building, library and athletic center access, etc.); TTIC funded U-SHIP health coverage and health center access. For students receiving external funding, the guidelines of those agencies shall be used to determine continuation of support from these sources.

Discontinuing study does not include short-term leave of absences.

IV. DISCIPLINARY PROCEDURES

Introduction

The intent of student disciplinary procedures is to ensure a fair and orderly hearing on questions of possible student misconduct. The Institute's disciplinary procedures and the legal-judicial structures of the general society differ and are distinct in principle. Students do not relinquish any of the rights guaranteed to them by civil society, and are free to claim and assert those rights through the judicial institutions of that society.

At the same time, it is affirmed that TTIC is a private organization, dedicated to a purpose that imposes additional and special obligations while granting certain privileges to its members. The Institute's regulations are applied to incidents that are not "cases," the committees that hear and dispose of incidents are not "courts," individuals who may accompany a student in the course of a disciplinary proceeding are not "counsel," scrutinizing procedures for compliance with "rules of evidence," and requests for review of disciplinary decisions are not "appeals." The relation of collegiality and trust that binds all members of the Institute community imposes an obligation of truth and honesty on the part of any student who is involved in a disciplinary proceeding.

The disciplinary system addresses violations of Institute regulations and other breaches of the behavioral standards expected of students (e.g. theft, plagiarism, cheating on examinations, violations of library regulations, computer abuse, and the physical or verbal abuse of others); and student offenses that are organized or designed to hinder or disrupt the operations of the Institute (e.g. the disruption of teaching, research, administration, or meetings).

To summarize briefly, there are four main grievance policies which provide outlets and processes available to PhD students:

1. Sexual Misconduct Policy- reporting, investigating and managed outcomes
2. Discrimination, Harassment and Abusive Behavior Policy- reporting, investigating and managed outcomes
3. Academic Fraud and Misconduct- reporting, investigating and outcomes
4. General Complaint filing- reporting, investigating and managed outcomes

Policies 1, 2 and 3 above have specific investigatory and resolution procedures that are outlined in those policies and procedure documents, and not included in full detail in this Handbook, but apply to students. Please refer to the appropriate policy for specific details on those procedures. The disciplinary procedures below will be applied whenever there appears to have been a breach of policy, and the investigation and outcome is not specifically described in an institute overarching policy.

Statutory Provision

Conduct of TTIC members which is disruptive of the operations of the Institute, including interference with instruction, research, administrative operations, institute events, freedom of association, and meetings as protected by the Institute's regulations and policies, is prohibited and is subject to disciplinary action. Interference with freedom of inquiry, teaching, and debate will be viewed as particularly destructive to the Institute.

Definition of Disruptive Acts

It is misconduct, constituting a disruptive act, for any member of the Institute community to engage in conduct which substantially obstructs, impairs, or interferes with teaching, study, research, or administration of the Institute; the authorized use of Institute facilities; or the rights and privileges of other members of the community. This could be by obstructing, impairing, or interfering with Institute-sponsored or authorized activities or facilities in a manner likely to deprive others of the benefit or enjoyment of the activity or facility; by using force against any member of the Institute community or his family which substantially and directly bears upon the member's

functions within the Institute, or threatening the use of force against him or her or the member's family in circumstances which create a reasonable fear that actual force is likely to follow.

Authority to Summon

From time to time, the Chief Academic Officer, Director of Graduate Studies or Administrative Director of Graduate Studies will require the immediate presence of a student to address a matter of genuine urgency either to the student or to the Institute community. In such cases, a formal summons requiring the student to appear at a specified time and place, regardless of the student's other commitments will be issued. Failure to appear in response to an official summons is a serious matter and may result in a restriction of registration or in referral to an appropriate disciplinary committee.

Student Status and Holds

In order to be subject to and receive the protection of the Student Disciplinary Procedures, the alleged misconduct must have occurred while the individual was a student. A student charged may not avoid the disciplinary proceedings by withdrawing from courses and/or the Institute. Student disciplinary proceedings may continue as described in this Handbook without the student's participation, and/or, at the discretion of the Chief Academic Officer, a hold may be placed on the student's record prohibiting further registration, graduation, issuance of a degree or transcript, and/or release of transcripts.

Involuntary Leave of Absence

As a community, our first concern is always the health and well-being of each student. To help students achieve their fullest potential and participate robustly and successfully in TTIC academic life, the Institute provides students, through its associate programs with the University of Chicago, a host of services, including the Student Counseling Services (SCS). SCS provides a wide range of mental health care to University and TTIC students, including assessments; emergency services; crisis intervention; medication management; academic skills counseling; short term individual, couples, and/or group psychotherapies; and referral services. SCS also provides consultation to campus officials who have concerns about a student.

Sometimes, a student's behavior raises concerns about the safety and well-being of the student or others, or causes significant disruption to the functioning of the Institute. Anyone aware of such circumstances should immediately contact the Administrative Director of Graduate Studies. In response, the Administrative Director of Graduate Studies will meet with the student to discuss his or her behavior and appropriate next steps. Some circumstances may require that the student be assessed by SCS. It may be determined that, in the best interest of the student and/or others, the student (1) may remain enrolled without conditions, (2) may remain enrolled with conditions that are to be described in writing, or (3) should/must take a leave of absence. Determinations and any officials involved in consultation shall treat matters and individuals as highly confidential.

If a leave of absence is indicated, the student normally will be given the opportunity to take the leave of absence voluntarily. Often, the student may be in a better position to engage in treatment and return to stable, good health at home or in a less stressful environment. If the student declines to take a voluntary leave of absence, the official has the authority to place the student on an involuntary leave of absence by restricting or canceling the student's current and future registration irrespective of academic standing.

In making an informed decision to place a student on an involuntary leave of absence, a TTIC official will consider germane medical and other information available to him or her, including information provided timely by the student. The student may be required to sign a medical records release, and to authorize direct communication between the SCS Director (or his or her designee) and the student's medical provider(s) regarding the circumstances and the student's medical information, and to authorize the SCS Director to share the substance of those communications with the official.

Ultimately, a TTIC official may require an involuntary leave of absence when they determine:(1) that the student has engaged, or threatened to engage, in behavior that 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 SCS Director (or his or her designee) and the individualized assessment of the student's ability to safely participate in TTIC'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.[*]

If a TTIC official judges a student's continued presence is likely to pose a substantial risk to the safety and well-being of the student or to others, the student may be placed on an emergency interim leave before a final determination is made. Every reasonable attempt will be made for the official to meet with the student and to consider germane medical and other information provided by the student before deciding on an interim leave and the student will be informed of the interim leave in writing. The emergency leave will remain in effect until a final decision has been made or a determination has been made that the reasons for imposing the interim leave no longer exists.

When a TTIC official decides that a leave of absence is appropriate, the decision and the conditions for resumption of studies will be communicated in writing. A student on a leave of absence can no longer attend classes, participate in Institute programs, or use Institute facilities. The student must vacate University housing, and will be entitled to refunds of room and board charges as appropriate given the timing of the start of the leave of absence. When a TTIC official mandates a leave of absence, generally such leave will be retroactive to the beginning of the quarter.

A student placed on an involuntary leave of absence may request, within fifteen days of the date of the decision, a review of the decision from the Chief Academic Officer. The student must submit the request for a review of the decision and any supporting materials in writing. Any official involved in this matter may designate another in order to carry out any of the following steps in their place. The Chief Academic Officer and official will review appropriate records and documentation, confer with the Director of SCS and, when feasible and appropriate, will meet with the student. The student may be required to sign a medical records release and to authorize direct communication between the Chief Academic Officer, the official, and the SCS Director regarding the circumstances, the student's medical information, and information obtained from the student's medical provider(s). The Chief Academic Officer and official will communicate a final decision in writing as soon as practicable. The leave of absence will remain in effect during the period that the Chief Academic Officer and official considers the student's request.

A student on a leave of absence will not be permitted to resume his or her studies until the official makes a fact-specific assessment of the circumstances and concludes that the student no longer poses a significant disruption to the functioning of the Institute and/or no longer poses a significant risk to the health and safety of the student or others (that cannot be eliminated by a reasonable accommodation). In making this determination, usually a TTIC official will require the student to authorize his or her treatment professionals to contact the Director of SCS to discuss the student's clinical condition, whether the student continues to pose a direct threat to the safety and well-being of him/herself and/or others. The professional will have to also disclose the student's preparedness for (1) a return to the academic rigor of the Institute, (2) the ability to navigate self-sufficiently as a functioning, non-disruptive member of the Institute community, and (3) the capability for continuing appropriate treatment via SCS or other resources, if necessary. If the student is to continue treatment while resuming studies, a TTIC official will ask the student to sign a release that authorizes the treatment professional to notify the official if the student does not adhere to the treatment plan.

Notification of Others

A TTIC official (or his/ her designee) may notify a student's parents, emergency contact, or others when in the official's judgment the student is unable to make the notification himself or herself, or if the student's behavior poses an imminent danger to students or others, or requires an immediate disclosure of information to avert or diffuse serious threats to the safety or health of the student or others. If the student has given Human Resources a Medical Contact for mental health emergencies, and the situation warrants, this individual may be contacted.

A leave of absence does not preclude the application of the Institute disciplinary systems.

*This individualized assessment is based on reasonable medical judgment relying on current medical knowledge and best objective information regarding the duration and severity of the risk, the probability that a potentially threatening injury will occur, and the likelihood that reasonable modification of existing policies, practices and procedures will sufficiently mitigate that risk. The individualized assessment will include consideration of germane medical information timely provided by the student, in which case the student normally will be asked to sign a release that will allow the SCS Director (or his or her designee) and the student's provider to communicate directly regarding the circumstances and student medical information.

Identification

A student is subject to disciplinary action if he/she fails to identify him- or herself adequately upon request by a properly identified Institute official in the performance of his duty. Charges of such failure to identify oneself may be heard by a Discipline Committee when the failure to identify is associated with a disruptive act. In no case shall the sanction imposed for such failure exceed one quarter of suspension.

Constitution of Disciplinary Committees

Disciplinary committees, empowered to conduct hearings on charges of violation by students of provisions prohibiting disruptive acts, shall be constituted as follows: The Chief Academic Officer of the Institute shall appoint a committee of three faculty members and designate one member from this Committee as its Chair. Three volunteer student members (or drawn by random selection from the student body) shall be added to the faculty on the committee.

The Chair does not vote except in the case of a tie. The Chair and four other members of the Committee constitute a quorum, and decisions are reached by simple majority, except in the case of a decision to expel which requires four affirmative votes.

Vacancies on a disciplinary committee, whether of faculty or students created by failure to serve, shall be filled by appointment by the Chief Academic Officer for faculty, and the Director of Graduate Studies for students.

Procedures

Report

The process begins when the Chief Academic Officer (CAO) is informed of any conduct by a graduate student that appears to be in breach of Institute regulation or policy. This information shall come in the form of a report, in writing, by a member of faculty, administration or staff, another graduate student, a member of the campus community, or a member of the public.

Evaluation of the Report

The CAO will determine whether the conduct reported, if true, would violate Institute regulations and policy and, in his or her judgment, warrants referral to the Discipline Committee. The CAO will make his/her determination within two weeks of receiving the initial report. In making that determination, the CAO may consult with the Director of Graduate Studies, the Administrative Director of Graduate Studies, and/or Human Resources, provided that in the interest of confidentiality, only consultations deemed necessary will be made. The CAO may also obtain other information and/or documentation that the CAO thinks may be useful.

Notice to the Student/ Charges

When the CAO receives a formal complaint he or she will promptly inform the student in writing that a complaint has been made, the nature of the charge, and ask for a response and/or explanation. This notification shall contain a statement of the conduct reported, the regulation(s)/ policy it appears to contravene, all documents obtained by the CAO that are relevant to the report, and a printed copy of these disciplinary procedures. A former member of the Discipline Committee shall be available for consultation with the student charged, and this consultant's information made available to the student at time of charging.

If the CAO decides not to refer charges to the Discipline Committee, he or she will promptly notify in writing all individuals with whom he/she discussed/consulted the case that the charges have been dropped.

Student Initial Response

The student will have two weeks after the notification to respond initially to the charge. The student may, for example, admit the violation; deny the violation entirely; admit part but not all of the violation; or assert extenuating circumstances.

- If the student admits the violation (with or without extenuating circumstances) and requests a resolution without a formal hearing, the CAO will proceed under that process.
- Otherwise the CAO will consider the student's initial response, if any and either withdraw the charge or forward it to the Discipline Committee for a formal hearing.

Resolution without a Formal Hearing

When a student admits a violation and requests a disposition without a formal hearing, the CAO, usually in consultation with the Director of Graduate Studies and Administrative Director of Graduate Studies, will decide whether to grant the request, and if it is granted, will decide on the appropriate penalty for the violation and notify the student in writing. The CAO will normally talk to the student before making such decisions. In any event, if the student desires, he or she will have an opportunity to talk with the CAO before the CAO makes a decision about the appropriate penalty. If the student is dissatisfied with the penalty assigned by the CAO, he or she may, within seven days after receiving notice of the penalty, request a formal hearing before the Discipline Committee, solely on the issue of the penalty. At such a hearing, the Discipline Committee may uphold the CAO's decision or assign a new penalty. In the absence of such a request for a formal hearing on the penalty, the CAO's decision will be final.

Formal Hearing

- A. Discipline Committee Membership: The Discipline Committee shall consist of THREE students (volunteer members), and THREE faculty, normally a minimum of two tenure-track faculty, with the third a research assistant professor or adjunct. The CAO will appoint two alternates from the faculty. The Director of Graduate Studies will be asked to appoint two alternates for the student members. A quorum will consist of FIVE persons. If a quorum is not available, the hearing will be delayed. If a quorum cannot reliably be achieved within two weeks, the CAO will appoint temporary members in either the student or faculty category.
- B. The CAO appoints a committee chair, and provides to the committee chair a copy of the charge and a statement of the evidence on which it is based. Thereafter the committee chair becomes responsible for processing all aspects of the case under the committee's direction. The Chair of each Committee has a special responsibility for procedural correctness. The Chair (a) makes an initial response to any procedural question which arises, (b) is obligated to alert the Committee to procedural implications of any action they may wish to take, and (c) calls to the attention of the Committee or any of its members any inconsistency between the demands of fair procedure and the actions of the Committee or its individual members at any point in the proceedings. None of the special responsibilities within the working of the Committee, however, should in any way impair or supersede the ultimate authority of the Committee as a whole in determining its own procedures.

- C. Notice to the Student: Immediately after a case has been forwarded to the committee, the student shall be informed of its membership, and of the expected date of the hearing. The CAO will encourage the student to seek advice, especially from the committee chair. If the student believes that any member of the committee might not be impartial in this case, he or she may so inform the committee chair, giving specific reasons, at least one week before the hearing. If the charge of lack of impartiality be made against the Chair, the decision (whether to excuse the Chair from this hearing and temporarily place another faculty member of the committee in the Chair) will be made by the CAO.
- D. Timing of the Hearing: Hearings may take place during any quarter, and must take place no later than the end of the quarter after the one in which the student is notified of the charge. Any additional documents or information that will be presented to the Committee shall also be given to the student at least one week before the hearing. No new charges or categories of charge may be added during this week or at the hearing itself. At any time, the student charged may request changes of schedule in the interest of a more adequate presentation of the case. Such requests will be considered on their merits by the Committee.
- E. The default hearing is private: the student, and a few observers of his/her own choosing to be present. Alternatively, with the approval of the Committee, the student may have a public hearing at which members of the Institute community and other persons are freely admitted within such limits and under such conditions as the Committee deems consistent with orderly conduct of the hearing.
- F. Conduct of the Hearing: All persons attending the hearing will address the group only after being recognized by the Chair. Questions regarding points of order and procedure will be decided by the Chair. The Committee presumes the innocence of the student charged, assumes no facts or conclusions, ignores any previous history of disciplinary action with respect to the student charged, and reaches its decision as to whether the student has engaged in the prohibited act solely on the basis of the evidence actually before it.
- G. Those Attending the Hearing: The student charged, while required to appear, is not required to testify, and if he/she chooses to testify he/she may refuse at any point to answer any question, and no prejudicial inference will be drawn from such refusal. The student charged has a right to be present at all times during the hearing. It is expected but not required that the person who brought the charge will be present at the hearing, to answer questions put by the student and the Committee.
- G.1. Witnesses: The student, having given the Chair of the Committee prior notice, may bring witnesses. The Committee can also call witnesses. The chair shall determine what is a reasonable number of witnesses, but the student shall be allowed at least two witnesses.
- G.2. Legal Counsel: In a case where the student feels that his/her alleged conduct may have legal ramifications, the student may have a legal advisor present at the hearing. In such cases, the student must notify the Chair of the Committee in advance so that the Institute may have legal representation present. The legal advisor and Institute legal counsel may under no circumstances address the Committee. The role of the legal advisor to the student may not go beyond quietly advising the student about his/her legal situation.
- H. Failure to Appear: A student who fails to appear for a hearing before the Discipline Committee may be suspended by action of the Committee when it is satisfied that he/she has been given notice of the charges as required above and has had sufficient opportunity to respond. A student so suspended is notified of the suspension and offered another opportunity to appear on the original charge(s). Failure to appear on the part of a student so suspended and so notified for a period of two weeks from the time at which notice of suspension was given to him or her or by the end of the quarter in which the original notice to appear was given, whichever is longer, is in itself grounds for imposition of sanctions, not excluding expulsion, by action of the Discipline Committee. In considering the case of the student who appears after having been suspended as a consequence of failure to appear, the Committee may take into account his/her original failure to appear in imposing sanctions where, in their judgment, such failure was willful.

- I. Evidence: In a hearing before the Discipline Committee, the evidence is set forth and its significance discussed. In addition to the content of all evidence, the student charged is entitled to be informed of the source of all evidence.
- J. Determination: At the conclusion of the hearing the Committee shall meet in executive session to decide whether the charge(s)/ violation(s), in fact, occurred and whether it violated policy and behavioral standards. The Committee's decision shall be made by a vote: a simple majority. This decision shall be made by a preponderance of the evidence, voted on by secret ballot, and shall be final.

In the event that the Committee decides that the violation occurred as charged, based on the seriousness of the contravention, the Committee shall also recommend the penalty, if any, to the CAO. The CAO may either impose the recommended penalty or a lesser one at his or her discretion. The Chair shall promptly inform the student, orally if possible, and also certainly in writing, of the Committee's decision and any penalty recommended.

- K. Penalties/ Sanctions: The range of penalties or sanctions that may be imposed is as specified in the Sanctions section(s) below.
- L. Record of Action: At the close of proceedings, the Committee Chair will prepare an abstract of the proceedings, including the decision and the penalty, if any. The abstract should include no names. The abstract and all correspondence with the student shall be kept in the student's institute file as record. If the student is exonerated, no record of incident or charges shall be made in the student file. In all cases, a copy of the abstract shall be kept in the Committee's files for use in determining precedents in future cases. One copy of all documents in the case should be kept on file with the Administrative Director of Graduate Studies.
- M. Request for Review: A student who has been assigned a penalty by the CAO or after a hearing by the Discipline Committee and who believes that the decision, in matters of fact or the assignment of penalties, is inconsistent with precedent or otherwise in error may submit a written request for review to the President. The request must be received by the President no later than sixty days after the student receives the determination notice from the CAO or the Discipline Committee Chair.
- N. In order to review such requests, the President will request access to all the written records of the Committee on Regulations and Discipline.

Reconsideration of Disciplinary Decisions

The Committee of Review (COR):

There shall be a Committee of Review, which may review and, when appropriate, request reconsideration of disciplinary decisions made by the CAO or by the Discipline Committee. The COR will be composed of three persons, two faculty members, and a student, appointed by the President, one faculty of whom shall be designated by the President as Chair of the Committee.

Possible Actions by the Committee of Review (COR):

The COR will have the right (1) to decline to take action; (2) to request in writing a reconsideration by the Discipline Committee; or (3) to publish into Institute files commentary on the case which, while maintaining the confidentiality of the Discipline Committee hearings, clarifying the principles involved in the case and to offer useful counsel for future decisions.

Possible Reasons for Requesting Reconsideration of a Decision:

It is anticipated that in the large majority of cases, the COR will decline to take action. It will request reconsideration by the Discipline Committee only in cases where it believes that (1) some pertinent evidence was not taken into account; (2) long-standing precedents, in decisions of culpability and the assignment of penalties,

were ignored; (3) errors in procedure may have substantially affected the decisions; (4) certain key principles of TTIC were not sufficiently considered in the original decision.

Response by the Discipline Committee:

The Discipline Committee will have the authority to grant or deny a request for reconsideration. It is anticipated that such requests will be rare and that in most instances the Discipline Committee will give them the most serious consideration. In the case where the Discipline Committee has granted the request to reconsider, the Chair of the Discipline Committee and the Committee of Review will discuss appropriate procedures for the reconsideration. At a reconsideration of a case by the Discipline Committee, the Chair of the Committee of Review will appear before the Discipline Committee in order to make clear what motivated the call for reconsideration. The accused student will have the right to be present during the appearance. The Discipline Committee will be free either to alter or to confirm its original recommendations. In no case, however, may it make a finding of culpability where it had previously exonerated a student. In matters concerning culpability, the Discipline Committee decisions will be final. The Committee shall recommend a penalty, if any, to the CAO, but may not recommend a greater penalty than that assigned originally. The CAO, at his or her discretion, may either impose the newly recommended penalty or a lesser one.

Sanctions by the University of Chicago

In the event TTIC students violate the rules and/or regulations of University of Chicago administrative departments, such as the House System, the Library, and Networking Services and Information Technologies, such departments have authority to apply sanctions against student clients and patrons up to and including withdrawal of all services.

The penalized student may request a review of the decision of the administrative area through the Administrative Director of Graduate Studies of the Institute, who may assist in the process, but ultimately, the decision is between the student and the University.

Sanctions by the Toyota Technological Institute at Chicago

Sanctions imposed upon students in any Institute disciplinary proceedings shall be given the practical meaning assigned in the following list. Restitution may be required for theft or damage to property associated with a disruptive act. It is the responsibility of the Chief Academic Officer, or a Discipline Committee Chair to inform students by appropriate means of the various sanctions. The Administrative Director of Graduate Studies shall be notified of all sanctions imposed. Because sanctions may affect visa status, some sanction information may be shared with International Affairs Office in the case of international students. The notes that follow this list are an integral part of it.

Disciplinary Probation

Disciplinary probation means that the person charged has been found to have engaged in the prohibited act but that the sanction of suspension or expulsion has been withheld. For a period of time specified in the decision of the Discipline Committee, the student continues to enjoy all the rights and privileges of a student except as the Discipline Committee may specifically provide, but in the event that during the period of probation he or she is charged with and found by a Disciplinary Committee to have engaged in another prohibited act, the Discipline Committee, in determining sanctions, is informed of the probationary status and is required to take it into account.

Suspension

Suspension means that the person charged has been found to have engaged in the prohibited act and that for a period of time specified in the decision of the Discipline Committee (but never exceeding *nine quarters*) the student is denied the exercise of all the rights and privileges of a student in the Institute.

Unless the Discipline Committee specifically provides otherwise in its decision, at the expiration of the period of suspension the student may resume active status as a student without any action on his part other than would be required of any student who has, for a comparable period, interrupted his residence in the Institute for any other reason. A student under suspension charged with another offense, however, may not resume active status as a student until final action has been taken on such charge by an appropriate Discipline Committee.

Expulsion

Expulsion means that the person charged has been found to have engaged in the prohibited act, that he ceases to have the rights and privileges of a student in the Institute, and that he may not resume such status without re-application for admission. Normally such re-application will not be entertained for a period of *eleven quarters* following the date of expulsion.

Note 1: Sanctions may be imposed on anyone who has been admitted to the Institute whether or not he happens to be in residence at the time of the offense. The sanction imposed in the case of students not currently in residence takes the form of a condition imposed upon resumption of active status as a student.

Note 2: Sanctions on this list are arranged in increasing order of severity. They may be combined in a given decision. The Committee of Review, (or the Chief Academic Officer or designee in cases of alternate Institute policy) in mitigating sentences and sanctions, may be expected to make use of all the alternatives.

Note 3: Rights and privileges of a student include (but are not limited to) registration; participation in classes and other instructional activities of the Institute; taking of examinations and the satisfaction of any other requirement for a degree; application for and receipt of any degree; scholarships; access to TTIC offices, workspace, events and computing network; access to Institute supplemental benefits such as Student Support Funds and activities and the Support for Women in STEM funds; participation as a student in student activities and organizations and in Institute ceremonies or official bodies; and use of University of Chicago facilities such as libraries, dormitories, and other student housing. While employment by the Institute is not an exclusive right or privilege of students, in cases in which employment is reserved for students or students are given preference in employment, the fact of suspension or expulsion may affect status as an employee. Further, the Institute as an employer is entitled to take into account in its employment policies the grounds on which sanctions have been imposed, as these may bear on qualifications for employment.

Note 4: Suspension and expulsion will be recorded on a transcript in such terms as will not distinguish explicitly or by inference between interruptions of registration and residence by disciplinary action and interruptions imposed for any other reason, such as academic performance.