



student handbook

Welcome to the Student Handbook for the Master of Arts Program in the Humanities!

Here you'll find information about orientation, registering for classes, program requirements, and much more.

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If you have any questions or if you can't find something you're looking for in the handbook, please feel free to contact the MAPH staff directly at ma-humanities@uchicago.edu.

Additionally, as many policies are made at the Divisional and University level, students should consult the following links:

- [Humanities Division policies](#)
- [University policies](#)

Academic Requirements and Policies

Overview of the MAPH Academic Year

To receive a MAPH degree, students must complete three quarters of study beyond their bachelor's degree. In the Autumn Quarter, students are required to take MAPH 30100, the MAPH Core Course – Foundations of Interpretive Theory.

After completing the Core in the fall quarter, students choosing to complete a thesis will take two thesis writing workshops. Those students will take MAPH 30200 (Thesis Workshop A) in the winter quarter and MAPH 30400 (Thesis Workshop B) in the spring quarter. In addition to the one required course, students will take seven elective courses.

Students can apply to take an eighth research course in lieu of writing an MA thesis.

Elective Courses

Students may enroll in any course normally open to first-year graduate students at the University of Chicago. In most departments, MA and PhD level courses open to first year students will be numbered in 30000s and 40000s. Upper level PhD courses such as seminars and intensive reading classes will be numbered in 50000s or 60000s. Please note that 40000 Art History courses are considered upper level PhD courses.

MAPH students cannot take upper level PhD courses in the Autumn Quarter of their first year. After Autumn Quarter, students must receive permission from the instructor and from their preceptor in order to enroll in an upper level PhD course.

Students may take up to 2 undergraduate/College courses (typically numbered in the 20000s) with permission from the instructor and their preceptor.

Grade Requirements

Students must maintain the following grade requirements to successfully complete the program:

- Earn a passing grade in the MAPH Core course.
- Maintain a B average with no grade lower than B-.
- Earn a B or better on the thesis if the student chooses to write one.
- Students can take up to two courses Pass/Fail (this must be arranged individually with their instructor). Please note that TLO students have different Pass/Fail requirements, which can be found on the [TLO requirements page](#).

- If students plan to complete a [Program Option](#), (Classics, Cinema and Media Studies, Creative Writing, Curatorial Studies, Gender and Sexuality Studies, Latin American and Caribbean Studies, Poetics, Russian and East European Studies, TAPS) please make sure all the requirements in order to receive the transcript designation have been completed. Program Option requirements can be found on the MAPH website [here](#).

Missing Grade Policies and Timeline:

Satisfactory academic progress for students in the MA Program in the Humanities at the University of Chicago is determined:

- quarterly by the program for academic purposes and
- quarterly by the Graduate Financial Aid office for federal loan eligibility in compliance with federal financial aid regulations

To determine whether a student in a one-year masters program is making satisfactory progress in accordance with federal financial aid regulations and remains eligible for federal loans, grades must have been entered by the end of each quarter for all courses in which the student was enrolled. Students can see more details [here](#).

Winter Quarter

- During the first week of Winter Quarter, students missing Autumn Quarter grades will receive a notice from the Manager of Student Affairs. Students must get any outstanding Autumn grades in by the end of Week Eight of the Winter Quarter in order to remain in good academic standing.
- If all work has been submitted but the instructor has not submitted a grade for the course, please contact MAPH program administrators.

Spring Quarter

- During the first week of Spring Quarter, students missing Winter Quarter grades will receive a notice from the Manager of Student Affairs. Students must get any outstanding Winter grades in by the end of Week Eight of the Spring Quarter in order to remain in good academic standing.
- If all work has been submitted but the instructor has not submitted a grade for the course, please contact MAPH program administrators.

Additional Information

- Students who are still missing Autumn Quarter grades at the beginning of Spring Quarter will receive a formal notice from the MAPH Director that they are not in good academic standing within the program, and need to get their

missing grades in as soon as possible. Students in this situation are required to meet with the Manager of Student Affairs and the Associate Director, as well as with their preceptor, to make a plan for getting these grades submitted.

- Students in the Two-Year Language Option, or those who are completing the program part-time or are off schedule, will receive a notice from the Manager of Student Affairs at the beginning of the Summer Quarter if they are missing prior quarter grades.
- Missing grades from more than two quarters prior may result in the student being placed on academic probation. Students on academic probation must meet with the Director to discuss their standing. Following this meeting, the student will receive formal notification of their academic probation status, what the expectations are for their return to good academic standing, and what will occur if these expectations are not met. In cases where a student is unable to meet expectations as outlined in their probationary document, the student is subject to administrative withdrawal from the University.

Failing Grade Policies and Timeline:

- A failing grade for MAPH is any grade lower than a B-.
- During the first week of the Winter and Spring Quarters, students who have failed one of their courses will receive a notice from the Manager of Student Affairs, indicating that they need to register and pay for an additional course over the summer or during the following academic year.
- Students in this situation must schedule a meeting with the Associate Director, Manager of Student Affairs, and their Preceptor, to discuss the circumstances of the failing grade and to make a plan for completing an additional course. Please keep in mind that MAPH students cannot take more than 300 units per quarter.
- Failing more than one course may result in academic probation. Students on academic probation must meet with the Director to discuss their standing. Following this meeting, the student will receive formal notification of their academic probation status, what the expectations are for their return to good academic standing, and what will occur if these expectations are not met. In cases where a student is unable to meet expectations as outlined in their probationary document, the student is subject to administrative withdrawal from the University.

Time to Degree

For full-time students, MAPH is a nine-month program (or eighteen months for students in the Two-year Language Option).

It is also possible to complete MAPH on a part-time basis. If students are interested in completing the program part-time, they should consult with MAPH's Associate Director, [Maren Robinson](#).

Five-year Degree Limit

Students in the Master of Arts Program in Humanities (MAPH) have five years from matriculation to complete the degree. For example, a student who started the program in Autumn Quarter 2015 must receive all course and/or thesis grades with no holds by the end of Summer Quarter 2020. After the five-year limit, the student is not allowed to register for further coursework or finish any incomplete courses. The withdrawal from the program becomes permanent. Part-time students are held to the same five-year deadline.

Even if a student is no longer registered in coursework, they still have an obligation to check their email on a regular basis and clear any holds that appear on their student account. Some of these holds are:

- Annual confirmation task
- Proof of vaccination (or waiver documentation)
- Annual Title IX training
- Balance

Failure to clear these holds will result in an administrative leave of absence from the program. If the holds still aren't cleared the following quarter after the student is placed on an administrative leave, they will be administratively withdrawn. While this will not prevent a student from completing their degree at a later date so long as they petition for reinstatement, the hold is cleared, and as long as they are still within five years from matriculation, they will be assessed a reinstatement fee of \$250.

Academic Resources

my.UChicago

[my.UChicago](#) is the system that students will use to register for classes, view tuition and financial aid, set-up a direct deposit, update contact information, eventually get transcripts from, and more! At some point over the summer students may want to look through the site and get a feel for what it looks like and how it works. Students can find a number of resources for updating account information and registering for courses [online](#) on the Registrar's website. Students can find overviews of how to find financial information in the account on the [Bursar's website](#). (The Bursar also maintains a [helpful chart](#) of when bills are released and due.)

Courses

Students can search for courses through my.UChicago by clicking on the tab "My Classes," which will take them to the Course Search catalog. There, students can search for courses by name, course number, or instructor name. This is also where students can add or drop courses during course registration. Students can also find a complete list of courses for the school year on each department's website.

Student ID

The University ID will get students into the library, into the gym, and onto shuttles and buses over the summer. Once fall quarter starts, students will be able to take out books from the library. Student IDs can be picked up at the [ID and Privileges Office](#), found right in the lobby of the [Regenstein Library](#).

Transcripts

The University requires that students submit a final, official copy of the undergraduate transcripts. Most institutions offer official electronic and paper transcripts, and UChicago will take either.

- If students are having official paper transcripts sent, have them mailed to the following address:

Division of the Humanities
The University of Chicago
1115 East 58th Street
Chicago, Illinois 60637

- If students are sending official electronic transcripts, use the following email address: humdos@uchicago.edu.

Advising

Preceptors

MAPH preceptors are the primary contact for information about classes, professors, planning the year and academic life more broadly. Preceptors are post-doctoral Instructional Professors in humanities fields, so they are extremely well versed in graduate work and the University of Chicago community and culture. Students should take advantage of their knowledge!

MAPH Director

Students are also welcome to meet with Hilary Strang for advising concerning the program and academic work. Hilary holds weekly office hours and students can sign up for an appointment in the MAPH office.

MAPH Staff

The Associate Director, Manager of Student Affairs, Program Coordinator, and Program Mentors bring a wide range of expertise and experience to the table. They are always available to speak with students about academic, professional, or personal matters. View the MAPH staff [here](#).

Language Advisor

[Cathy Baumann](#) is the Director of the Chicago Language Center and advises MAPH TLO students. All TLO students meet with Cathy in the fall to discuss language course planning. Cathy is also available to discuss study abroad opportunities, Summer Study Funding applications, and FLAS applications.

Course Registration

MAPH students will receive a detailed registration guidelines email from the MAPH office before each quarter's registration. Please refer to that email for quarter-specific information.

Students can review available course listings and register for courses at [my.UChicago](https://my.uchicago.edu).

Course registration is subject to the below requirements. If students register for a course for which they do not have consent, they will be withdrawn from the course. Being able to enroll in a course does not imply consent, students must have an email or note from an instructor explicitly granting consent. Please forward instructor consent emails, and any questions about course registration, to maph-registration@lists.uchicago.edu.

Topics on this Page:

- [Course Schedule](#)
- [Add/Drop Period](#)
- [Late Registration Fees](#)
- [Billing](#)
- [Account Restrictions](#)
- [Registration Requirements](#)
 - ["Consent Required" Courses](#)
 - [Academic and Professional Writing \(Little Red Schoolhouse\)](#)
 - [Pass/Fail and Auditing](#)
 - [PhD Seminars](#)
 - [Undergraduate Courses](#)
 - [Professional School Courses](#)

Course Schedule

A full-time course schedule looks like the following:

Fall Quarter

- Class 1: Foundations of Interpretive Theory
- Class 2: Elective 1
- Class 3: Elective 2

Winter Quarter

- Class 1: Thesis Workshop (Not for Credit) – if completing the thesis
- Class 2: Elective 3
- Class 3: Elective 4

- Class 4: Elective 5

Spring Quarter

- Class 1: Thesis Workshop (For Credit) – if completing the thesis
- Class 2: Elective 6
- Class 3: Elective 7

A full-time TLO course schedule looks like the following:

Year 1: Fall Quarter

- Class 1: Foundations of Interpretive Theory
- Class 2: Language Course
- Class 3: Elective 1

Year 1: Winter Quarter

- Class 1: Thesis Workshop (Not for Credit) – if completing the thesis
- Class 2: Language Course
- Class 3: Elective 2
- Class 4: Elective 3

Year 1: Spring Quarter

- Class 1: Thesis Workshop (For Credit) – if completing the thesis
- Class 2: Language Course
- Class 3: Elective 4

Year 2: Fall Quarter

- Class 1: Language Course
- Class 2: Language Course
- Class 3: Elective 5

Year 2: Winter Quarter

- Class 1: Language Course
- Class 2: Language Course
- Class 3: Elective 6

Year 2: Spring Quarter

- Class 1: Language Course
- Class 2: Language Course

- Class 3: Elective 7

Add/Drop Period

The Add/Drop Period at UChicago lasts for the first three weeks of the quarter. Students should visit any class that interests them during this time, even if they are not enrolled in the course. While students can make changes to their schedule during the Add/Drop Period, we strongly recommend finalizing schedules by the end of week one. **If a student decides to enroll in a new course, they must receive permission from the instructor and notify their preceptor.** When making changes to the schedule, please keep the following in mind:

- Add/Drop Period begins the first day of the quarter and ends on the Friday of the third week.
- Any registration changes after the Add/Drop Period must be made through the Humanities Dean of Students Office.
- Any language exams added after the Add/Drop Period will result in a \$30 Late Registration for Foreign Language Exam Fee.
- There is no refund for the Language Reading Exam Fee (\$70) if the exam is dropped after the Add/Drop Period.
- Courses dropped after the Add/Drop Period will appear on a student's transcript with a grade of "W" (for Withdrawal).

Late Registration Fees

Students must register for classes by the first day of the quarter. If they do not, they will be charged a \$100 Late Registration Fee. If students have not registered for classes by the end of the Add/Drop Period, they will be charged a \$150 Late Registration Fee.

Registration and Tuition Billing

As a master's student, tuition is charged by the number of courses registered for per quarter. If an individual is a full-time MAPH student, they will register for three courses (or 300 units) per quarter. The one exception to this is in winter quarter, where they will register for three elective courses and also be enrolled in Thesis Workshop A, a non-credit bearing course, if completing the thesis.

If a student withdraws from a class or classes after the first week of the quarter, they may only be partially refunded. Students can find a detailed breakdown of the tuition refund schedule on the [Bursar's website](#).

If a student drops below three courses per quarter at any point during the academic year, financial aid may be impacted. If a student drops below two courses per quarter, they will no longer be eligible for federal loans. If a student plans to take fewer than three courses during any quarter, they must meet with Associate Director Maren Robinson to discuss their academic plan.

Account Restrictions

Students with Category II Restrictions (Library, Bursar, Real Estate Operations, Immunization Office, Student Loan Administration, Registrar, Title IX) may not register until the restriction is cleared. Students are notified of restrictions by email and they may look up their restriction on my.uchicago.edu.

Registration Policies

"Consent Required" Courses

Many classes require written consent before a student can enroll in the course – courses that indicate "consent required" in the listing, PhD seminars (in the winter and spring quarters), undergraduate courses, and courses outside of the Humanities Division. MAPH recommends students receive consent over email. Once the professor has provided their consent, the student must forward this information to their preceptor and the MAPH office. If a student has registered for a course before receiving instructor consent, the MAPH office will drop the student from the course.

Academic and Professional Writing (The Little Red Schoolhouse)

[Academic and Professional Writing](#) (The Little Red Schoolhouse, also called LRS) is a writing course offered by UChicago's Writing Program. LRS courses are kept small at seven students per seminar section. Students who wish to take Academic and Professional Writing, must register for the waitlist on the Writing Program website when registration opens.

Pass/Fail and Audits

- Pass/Fail is not a registration status. Students arrange pass/fail with their instructors as early in the quarter as possible. MAPH students may take up to 2 courses pass/fail during the MAPH year.
- **Please note: first year TLO students may not take any courses pass/fail.**
- The MAPH Core course is pass/fail and does not count as one of the 2 pass/fail courses MAPH students can take.

- MA students may not register to audit courses. Sitting in on a course informally is up to each instructor, and will not show up on a student's transcript.

PhD Seminars

Students are not permitted to take PhD Seminars during the fall quarter of their first year. In the winter and spring quarters, students can enroll in PhD seminars with instructor and preceptor permission. PhD Seminars always require permission before registering even if "consent required" is not listed in the course description. Courses numbered 50000 and above, or 40000 and above in the Art History Department, are PhD seminars.

Undergraduate Courses

Outside of language courses, students cannot take undergraduate 10000-level undergraduate courses. Students can take two 20000-level undergraduate courses with consent of the instructor. They must also notify the instructor that they are taking the course for graduate credit. In most instances, the student will be assigned more reading and longer papers to make the course more appropriate for a graduate student.

Professional School Courses

Booth Graduate School of Business

Students should only register for a Booth School course if it is appropriate for their program of study and has been approved by their preceptor. Registration for non-Graduate School of Business (GSB) students takes place during the second week of each quarter. As such, students must register for and attend an alternate course during the first week of classes because there are no guarantees that the Booth class students may be interested in will be available. Students can find more information about Booth procedures for non-GSB students on the [Chicago Booth Portal](#)[Links to an external site.](#).

The Law School

If students are interested in taking a course at the Law School, they must submit a [Non-Law School Student Registration Request](#) and notify their preceptor. The petition requires email permission from the instructor and is subject to approval by the Law School Registrar. MAPH students may only take 100-unit, one quarter courses in the Law School.

If a student plans to take a Booth or Law School course, please reach out to Annie Williams (aewilliams@uchicago.edu).

Frequently Asked Questions

When does MAPH start?

For the 2024-5 academic year, students will begin the program on Sunday, September 15. Formal orientation events and the Core Course will start on Monday, September 16. **Attendance during orientation events and Core classes is mandatory.** The full fall quarter course schedule will begin on September 30.

Where do I find more information about University billing, tuition and fees, and estimated living expenses?

Students can find information about billing, tuition, and fees online through the [Office of the Bursar](#).

Students can find information about estimated living expenses online through the [Graduate Financial Aid Office](#).

Who do I contact about student loans?

Students can contact the [Graduate Financial Aid Office](#) at 773-702-6061 or by email at gradfinaid@uchicago.edu. The Graduate Financial Aid Office is located on the third floor of the University Bookstore (Barnes & Noble) on 58th St. & Ellis Ave.

Does MAPH recommend that students work while enrolled in the program?

The University of Chicago allows graduate students to work 20 hours per week, but MAPH highly recommends that you work no more than 10-12 hours per week while enrolled full-time in the program. Graduate students are eligible for both work-study and non-work-study positions on campus. However, to participate in the Work Study position, students must first be awarded Federal Work Study as part of their financial aid package. Both work-study and non-work-study positions are advertised on the [Student Employment](#) website and via our listservs.

Students who are employed to provide instructional or research services are covered by the [University of Chicago and United Electrical CBA](#).

Can I apply to PhD programs while completing MAPH?

In general, the MAPH staff do not recommend students apply to PhD programs while completing MAPH. The PhD application process is so time consuming that it can negatively impact academic performance in the fall quarter. Additionally, students will

most likely need more than a month of graduate course work to make them a competitive applicant to a top-tier PhD program with funding. If a student chooses to apply to PhD programs during their first quarter of graduate study they will not have had the time to build relationships with faculty for recommendation letters, will not have completed any graded graduate course work at the University of Chicago, and will not have written a master's thesis or seminar paper (which can serve as a strong application writing sample).

Ultimately, if a student is thinking about applying to doctoral programs while in MAPH, they should speak with their preceptor and the MAPH director.

Who should I speak to if I want to complete MAPH on a part-time basis?

If a student is considering completing MAPH on a part-time basis, they must schedule a time to speak with MAPH's Associate Director, Maren Robinson about their plan. If both agree that the part-time option will work best, the student will then need to speak to the Associate Dean of Students for the Humanities, Joyce Kuechler. Finally, students will need to speak with the [Graduate Financial Aid Office](#) to make sure that loans can be adjusted without penalty.

Fun Things

MAPH is more demanding than any other first-year graduate program in the Humanities Division at the University of Chicago. The MAPH staff strongly believes that all of that work requires balance – some combination of social life, casual conversation, excursions, and play. With this philosophy in mind, MAPH plans many social, academic, and service events throughout the year, ranging from MAPH social hours to special writing seminars, student readings to cultural outings. Most of these activities are organized by the Mentors and the MAPH Social Events Committee. Outside of MAPH-specific events, there are always numerous talks, [workshops](#), conferences, and screenings held at the University of Chicago throughout the year.

In addition to what students will experience as a student in the program, the following links will serve as an introduction to some of the social, cultural, and entertainment possibilities found on-campus and throughout the city.

At the University

- [Court Theatre](#)[Links to an external site.](#)
- [Doc Films](#)
- [Film Studies Center](#)
- [Franke Institute for the Humanities](#)
- [Karla Scherer Center for the Study of American Culture](#)
- [Logan Center for the Arts](#)
- [Major Activities Board](#)[Links to an external site.](#)
- [Mandel Hall Concerts](#)
- [Nicholson Center for British Studies](#)[Links to an external site.](#)
- [Oriental Institute](#)
- [The Pub](#)[Links to an external site.](#)
- [Renaissance Society](#)[Links to an external site.](#)
- [Smart Museum](#)
- [University Ballet of Chicago](#)[Links to an external site.](#)
- [University Theater](#)

Life in Hyde Park

- [Chicago Reader's special issue on Hyde Park](#)[Links to an external site.](#)
- [DuSable Museum](#)[Links to an external site.](#)
- [Experimental Station](#)[Links to an external site.](#)

- [First Aid Comics](#)Links to an external site.
- [Hyde Park Art Center](#)Links to an external site.
- [Hyde Park Farmer's Market](#)Links to an external site.
- [Plein Air](#)Links to an external site.
- [Jimmy's Woodlawn Tap](#)Links to an external site.
- [Seminary Co-op Bookstore](#)Links to an external site.
- [Stony Island Arts Bank](#)Links to an external site.

The City of Chicago

- [The Art Institute](#)Links to an external site.
- [Chicago Cultural Center](#)Links to an external site.
- [Chicago Reader](#)Links to an external site.
- [Chicago Transit Authority](#)Links to an external site. (Public Transit)
- [Chicago Tribune's RedEye](#)Links to an external site.
- [Dusty Groove](#)Links to an external site.
- [Goodman Theatre](#)Links to an external site.
- [Hottix](#)Links to an external site.
- [Joffrey Ballet](#)Links to an external site.
- [Steppenwolf Theatre](#)Links to an external site.
- [Lyric Opera](#)Links to an external site.
- [Millenium Park](#)Links to an external site.
- [Museum of Contemporary Art](#)Links to an external site.
- [Newcity](#)Links to an external site.
- [Chicago Symphony Orchestra](#)Links to an external site.
- [UChicago Arts Pass](#)
- [Chicago Review](#)

Health and Wellness

[Medical Services](#)

Student Health Services is available for primary or routine care as well as acute treatment – for a full list of services they provide, visit their [website](#).

[Mental Health](#)

Student Counseling Services provides mental health services, as well as referrals for students requiring services to other mental health professionals near the University. Their services are covered by the student service fee with no additional cost. Students can find more information about their services on the [UChicago Student Wellness website](#). Their office is at 840 East 59th Street, and they are open from 8:30-5 on weekdays.

[Health Insurance](#)

All graduate students must be enrolled in health insurance. Many students will opt to use the University Student Health Insurance Plan (U-SHIP). The only way to opt-out of U-SHIP is to be enrolled in a comparable health insurance plan. Students can opt-in to or waive U-SHIP requirements [online](#) starting in August.

[Disability Accommodations](#)

If a student knows that they will need disability accommodations, they should contact the Student Disability Services Office and get the accommodation process started now. This process can take 8-10 weeks, so it's better to start this process over the summer instead of after arrival on campus in September. Students can read more about accommodations [online](#) and find contact information [here](#).

[Immunizations](#)

All graduate students are required to submit immunization records. If students do not submit their records (or get the necessary vaccinations on-campus), they will not be able to enroll in winter quarter courses. Students can find detailed instructions on submitting the required immunization records on [here](#).

Additional Resources

- [Health Promotion and Wellness](#) - contains many resources that promote and enhance students' quality of life.

- [Fitness & Facilities](#) - information on sports and recreation, athletics and fitness facilities, and group fitness classes.
- [Family Resource Center](#) - where students with families can access information about supportive programming and services.

Links and Resources

MAPH Specific

- [MAPH website](#)
- [FacebookLinks to an external site.](#)
- [TwitterLinks to an external site.](#)
- [InstagramLinks to an external site.](#)
- [LinkedInLinks to an external site.](#)

University of Chicago

- [Academic Calendar](#)
- [Center for Identity + Inclusion](#)
- [Center for Student Leadership and Involvement](#)
- [Canvas](#)
- [Chicago MaroonLinks to an external site.](#)
- [Housing Resources](#)
- [Resources for Undocumented Students](#)
- [LGBTQ Student Life](#)
- [my.UChicago Account Login](#)
- [Office of International Affairs](#)
- [Office of Multicultural Student Affairs \(OMSA\)](#)
- [Student Disability Services](#)
- [Student Health and Counseling Services](#)
- [Student Jobs at the University of Chicago](#)
- [Graduate Financial Aid Office](#)
- [Student Support Services](#)
- [UChicago Arts](#)
- [UChicagoGRAD](#)
- [University of Chicago Press](#)
- [University Community Service Center \(UCSC\)](#)

Program Options

The following disciplines have courses of study that allow MAPH students to receive notations on their transcripts. MAPH students do not have to complete a Program Option, and many students opt not to in order to have a more flexible course schedule.

MAPH Program Options and their requirements are listed and linked below:

- [Classics](#)
- [Cinema and Media Studies](#)
- [Creative Writing](#)
- [Curatorial Studies](#)
- [Gender and Sexuality Studies](#)
- [Latin American and Caribbean Studies](#)
- [Poetry and Poetics](#)
- [Russian and East European Studies](#)
- [TAPS](#)

Please note these are the only Program Options in MAPH (besides the TLO) that allow students to receive a transcript notation upon completing the requirements.

Students who have completed a Program Option **must submit the [Program Option completion form](#) [Download Program Option completion form](#) to Annie Williams during their quarter of graduation in order to receive a transcript notation.**

Any questions about MAPH Program Options can be directed to Annie Williams at aewilliams@uchicago.edu.

Staff Contact Information

Staff

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Optional MA Thesis

Many MAPH students will complete the program by writing an MA thesis. Students will prepare their thesis under the supervision of a faculty member and their preceptor.

Requirements

The MAPH thesis must meet the following requirements:

- The thesis must be either a critical, scholarly paper, or a non-traditional, creative project.
 - A critical thesis must be 25-35 pages, exclusive of endnotes and bibliography.
 - A creative thesis must include a critical component of 10-15 pages.
- A course paper may not be directly submitted as a thesis, but can serve as the basis for the thesis project.
- The thesis must reflect an original contribution to a specific field of inquiry.
- The thesis grade will be recorded as the grade for MAPH 30400 (Thesis Workshop B, your Spring Quarter thesis workshop) and the title will appear on the student's official transcript from the University.

Timeline and Submission

- During the Autumn Quarter, students will be assigned to write a paragraph about a topic area they might be interested in researching for a thesis project. Over the winter break, they will be given a bibliography assignment to help them get familiar with contemporary academic literature in their area of interest.
- During the Winter Quarter, they will participate in a non-credit thesis workshop (MAPH 30200, Thesis Workshop A) with their preceptor group. Over the course of the Winter Quarter, they will draft their thesis proposal, find a faculty thesis advisor, and workshop thesis drafts in weekly or biweekly sessions.
- During the Spring Quarter, students will participate in a for credit workshop (MAPH 30400, Thesis Workshop B) with their preceptor group. Over the course of the Spring Quarter, they will meet for weekly or biweekly group meetings and periodically meet with their preceptor one-on-one.
- The thesis must be submitted electronically to the student's thesis advisor, preceptor, and the MAPH office in order to be considered complete.

- **If a student does not plan to complete a thesis, they must decide, by Week Eight of the Autumn Quarter. They will then apply to take an eighth research course in lieu of writing an MA thesis.**

Thesis Advisors

A student's preceptors are the best source of advice concerning potential thesis advisors. Students must consult with their preceptor prior to contacting faculty members about serving as their thesis advisor. Once they've secured an advisor, they will submit a Thesis Proposal Cover Sheet signed by their preceptor and faculty advisor to the MAPH office. The thesis will be graded by the student's faculty advisor, in consultation with their preceptor.

Non-Traditional and Creative Theses

Non-traditional theses are projects that take on forms other than a standard, critical humanistic paper. A non-traditional thesis might mean writing fiction or poetry, completing a translation, working in video or other visual media, producing a musical composition, or making some other non-traditional intervention in a humanistic conversation.

If a student completes a non-traditional thesis, they must also produce a piece of critical writing to accompany their thesis. The critical accompaniment does not need to be a standard essay, but it should offer an engaged and thoughtful response to the creative work. The critical component might, for example, take the form of a piece of criticism appropriate for the creative field such as a review essay or a book introduction. Students must discuss what form the critical essay will be in with their preceptor and with their faculty advisor prior to submitting the thesis.

Past Thesis Proposals and Theses

Students can find examples of past thesis proposals in the MAPH office, or on the [MAPH Thesis Archive page](#). A student's preceptor may also have some examples of prior proposals that they thought were particularly good.

Students can also find MAPH theses from previous years in the student lounge. Students are always welcome to browse through them but please don't take them out of the lounge. If a student is looking for a thesis on a particular topic, talk to a MAPH staff member about finding some samples.

TLO: Academic Requirements, Policies, and Resources

Overview of the Two-Year Language Option

To receive a MAPH degree with a Two-Year Language Option (TLO) transcript notation, students must complete 6 quarters of study beyond the bachelor's degree.

Academic Year 1

In the fall quarter, students are required to take MAPH 30100, the MAPH Core Course – Foundations of Interpretive Theory. After completing the Core in the fall quarter, they must then take two thesis writing workshops. Students will take MAPH 30200 (Thesis Workshop A) in the winter quarter and MAPH 30400 (Thesis Workshop B) in the spring quarter. In addition to these required courses, students are required to take one language instruction course each quarter at least at the intermediate level. The four remaining courses are electives.

Academic Year 2

In the second academic year, students will take a total of nine courses. Six courses, two each quarter, are required to be language instruction courses. The remaining three courses are electives.

Optional Summer Study

Language study can also be completed over the course of three summers – the summer before the first academic year, the summer between the first and second academic years, or the summer after the academic year. Students can take courses through the Summer Language Institute or study abroad. Courses taken over the summer are supplemental and do not count towards the degree.

Please refer to the [Language Courses Offered at UChicago document](#) for more information about different kinds of language courses.

Students should also be in touch with the language advising contact for the language(s) they plan to study. Please refer to the below document:

- [Language Advising Contacts 24-25](#)

Elective Courses

Students may enroll in any course normally open to first-year graduate students at the University of Chicago. In most departments, MA and PhD level courses open to first year students will be numbered in 30000s and 40000s. Upper level PhD courses such as seminars and intensive reading classes will be numbered in 50000s or 60000s. Please note 40000 Art History courses are considered upper level PhD courses.

Students cannot take upper level PhD courses in fall quarter. After fall quarter, you must receive permission from the instructor and from the preceptor in order to enroll in an upper level PhD course.

Outside of language instruction courses, students can take two undergraduate/college courses (numbered in the 20000s) with permission from the instructor and preceptor.

Grade Requirements

Students must maintain the following grade requirements within the first academic year to successfully complete the program and the TLO:

- Earn a Pass in the Core course.
- Receive a letter grade of B- or better in each course taken. This means you **may not** take any courses pass/fail during your first year in TLO.
- Maintain a 3.5 GPA or higher.
- Earn a B or better on your thesis (if completing a thesis).

During the second year, students must receive a letter grade of B- or better in each course taken, but may take up to two courses pass/fail.

Time to Degree

If taken full-time, students can complete MAPH and the TLO in two years. It *may* be possible to complete the program and the option on a part-time basis. If you are interested in completing the program part-time, you should consult with MAPH's Associate Director, [Maren Robinson](#).

Students have five years from their initial enrollment to complete the degree. For example, if a student started the program in fall 2015 they must have all courses and their thesis completed and have no holds on their account at the end of summer 2020. After five years, students will not be allowed to register for further coursework and will no longer have the opportunity to finish any incomplete coursework they may have.

Language Fellowships

TLO students are eligible to receive a [Foreign Language and Area Studies Fellowship \(FLAS\)](#) if they are studying a language that is covered by the FLAS award. TLO students should meet with [Cathy Baumann](#) to discuss their FLAS application *before* it is submitted. FLAS awards can cover summer language study opportunities or can be awarded to cover tuition and expenses during the second academic year.

UChicagoGRAD also lists language study fellowships in the below document:

- [Language Study Fellowships.pptx](#)

Summer Study

TLO students can participate in up to three summers of language study: before starting the program, between the first and second academic years, and after both academic years have been completed. TLO students must meet with Cathy Baumann before finalizing their summer language plans.

Summer Language Institute (SLI)

Taking a course through the University of Chicago's [Summer Language Institute \(SLI\)](#) is one way TLO students can study over the summer. Many language courses are offered through SLI and these courses are offered at a reduced tuition rate for TLO students.

Domestic Summer Study

TLO students can study at another institution domestically over the summer. Taking a course through [Middlebury's Language Schools](#)[Links to an external site.](#) is one example of the type of program students can participate in.

Study Abroad

TLO students can also study at another institution abroad. Students are responsible for finding an appropriate academic program.

Useful Documents:

- [TLO Summer Language Study Opportunities.docx](#)
- [Summer Language Offerings UC, IU, UW, MD, UT.docx](#)
- [Summer International Travel Grants \(SITG\) Evaluations from College students](#)

Summer Study Funding

TLO students are eligible to receive up to \$5,000 over the course of their two summers in the program to cover language study. Students should meet with Cathy Baumann before submitting their summer study funding application, which can be submitted

online, and will be available at the end of the fall quarter. Students can receive their funding in one lump sum to cover one summer, or they can spread the funds out over multiple summers of language study.

Contact

If you have any questions about TLO requirements, deadlines, courses, or other resources, please contact the Manager of Student Affairs, Annie Williams, at aewilliams@uchicago.edu.