



Strategies in Nonprofit Management CERTIFICATE PROGRAM Policies and Procedures

Student requirements

1. Students should indicate when enrolling for the program whether they want to do the extended work required to receive a certificate. *Note:* pre- and post-work assignments are required for all four core courses and the two elective courses.
2. Students have one month (30 days) after the end of the one-day class to turn in the required homework assignment. The post-work will be graded pass, fail, or incomplete. Students should submit their post-work to the instructor by email. If they do not receive a response from their instructor that their post-work was received, send a second email with a copy to NAR staff, loken@realtors.org, to ensure that work has successfully arrived via email.
3. The amount of work required for completion of the homework will be approximately equal to the amount of time spent in class, or 6-7 hours.
4. If students do not complete the homework within the required 30 days they will automatically get a grade of incomplete.
5. All students will receive a report card from The University of Chicago indicating the pass/fail/incomplete grade six weeks after the class has ended.
6. If they have not turned in their work within the 30-day deadline, students will be immediately notified by the instructor that they are getting an incomplete. This will occur prior to students receiving a report card from University of Chicago. With the consent of the instructor, the student is eligible to receive a 30 day extension, to complete the assignment and turn the incomplete to a pass/fail grade. The total amount of time to submit the post-work is 60 days from the end of the class. If students fail to complete work within that time they will get a permanent incomplete and will have to re-register and retake the course in order to get credit towards the certificate.
7. Students will be also advised upon evaluation of their homework if it is unacceptable and they are in danger of receiving an F within the first 30 days. The instructor will provide feedback and an explanation why the assignment is under par. Students will be given a 30-day extension to redo the failing assignment. The 30-day extension will begin immediately after the original due date, NOT after the failing grade and report card has been issued. In other words, all post-work must be resubmitted within 60 days

from the date of the course. If their redone work is satisfactory, their grade will change. If not, the F will stand.

8. If a student receives an incomplete, but is granted an extension and submits the post-work, but the work is below par, the instructor will provide feedback on why the student's assignment is in danger of receiving an F. The student will have one more chance to re-submit the post-work, but the final assignment must be submitted within 60 days from the date of the course. If students fail to complete work within 60 days, they will get a permanent "F" and will have to re-register and retake the course in order to get credit towards the certificate.

9. THERE ARE NO EXCEPTIONS TO THESE POLICIES. If you do not understand any of these policies, contact Laurie Oken, loken@realtors.org, 312/329-8307.