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Welcome
Dear Summer Business Scholars Program student,

Congratulations on your acceptance to the Summer Business Scholars Program at the University of Chicago!

We are thrilled that you have elected to join an exceptional group of fellow students from around the world who will come together and share their ideas, enthusiasm, and curiosity. The academic environment at the University of Chicago is uniquely crafted to challenge you, and inspire you to reach your fullest intellectual potential. We hope that you choose to participate this year.

This document contains important information you need to know to prepare yourself to attend the program, and outlines the academic and community standards we expect all participants to adhere to. Additional information about program dates, payment deadlines, required forms and other details are available on your Status Page: https://prospects.uchicago.edu/account/login.

If you have any questions, please email us at summersession@uchicago.edu or call us at 773.702.2149. We hope you choose to attend the Summer Business Scholars Program, and we look forward to welcoming you to campus!

Sincerely,

Christine S. Parker, PhD
Executive Director of Summer Session and
Associate Dean of the College
University of Chicago
Admissions Checklist

To secure space in the Summer Business Scholars Program, students need to complete all the items on the checklist below. All items are accessible through the Status Page located at https://prospects.uchicago.edu/account/login. Specific deadlines for some items may vary depending on when you were admitted, so check your Status Page for more information.

☐ Submit your Reply to Offer of Admission form.
☐ Pay the non-refundable $1000 enrollment deposit within a week of receiving your acceptance letter.

Complete and submit the required forms, including:

☐ Health and Medical information
☐ Emergency contact information
☐ Travel information
☐ Academic, Social, and Residential Policies Acknowledgment
☐ Student Waiver of FERPA Rights
☐ Pay the remaining balance on the program fee within three weeks after the deposit deadline.
☐ If you are not a current UChicago student, upload a current, passport-style photo to be used for your UChicago Card (see page 13 for photo requirements)

After May 1

☐ If you are not a current UChicago student, submit your General Student Immunization Form.
☐ If you are not a current UChicago student, claim your CNET ID and password at cnet.uchicago.edu
Tuition and Refund Policies

• A non-refundable enrollment deposit is required within one week of receipt of acceptance letters.
• The balance of the program fee is due within three weeks after payment of the deposit.

Refunds

For the Summer Business Scholars Program, the following refund policy applies.

• All request for refunds must be made in writing to summersession@uchicago.edu
• Application fees and enrollment deposits are non-refundable.
• Enrollment deposits will be refunded only if the program is canceled or if the student is unable to attend due to documented illness, injury, or visa issues.

<table>
<thead>
<tr>
<th>REFUND</th>
<th>DATE OF REQUEST RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% of Program Fee balance</td>
<td>On or before April 30, 2019</td>
</tr>
<tr>
<td>75% of Program Fee balance</td>
<td>May 1 - 14, 2019</td>
</tr>
<tr>
<td>50% of Program Fee balance</td>
<td>May 15 - 31, 2019</td>
</tr>
<tr>
<td>25% of Program Fee balance</td>
<td>June 1 - 14, 2019</td>
</tr>
<tr>
<td>No refund of Program Fee balance</td>
<td>On or after June 15, 2019</td>
</tr>
</tbody>
</table>

Booking Travel

For those students traveling by air to UChicago, please be sure to book travel as soon as possible to benefit from better pricing. Please note the following guidelines.

• Flights should be booked to arrive and depart on designated Arrival and Departure Days. UChicago Summer Session is not able to provide housing for students who arrive before their designated Arrival Day, or depart after their designated Departure Day.
  • Arrival Day: Saturday, July 13
  • Last Day of Class: Friday, August 2
  • All students must depart the residence by 9:00am Saturday, August 3
• Students may depart the evening of the last day of class if they so choose; however, flights should be booked to depart after 7:00pm, so that there is adequate time to leave campus without missing any final program events. See page 15 for more details on schedules.
• Students traveling by air who choose to arrange their own transportation to and from campus may fly into either O’Hare International Airport (ORD) or Midway International (MDW).
• If students opt into the UChicago Summer Session Shuttle service, all flights must be booked into O’Hare International Airport (ORD) only. See the UChicago Summer Session Shuttle Service section below for more details.
Getting to Campus on Your Own

Students have several options available to get to campus on Arrival Day.

**Taxis and Ride Shares**

Taxis from O’Hare airport to the UChicago campus will cost approximately $60-65. Taxis from Midway airport are approximately $20-25. Ride shares (Uber, Lyft, etc.) also serve both airports, but may vary in price depending on time of day.

**Go Airport Express**

Go Airport Express operates out of both Midway and O’Hare Airports, and will drop you off right in front of Campus North Residential Commons. To schedule a pick-up, go to https://www.airportexpress.com or call 1-888-284-3826 (press option 1 to be connected to an operator immediately). When you get on the shuttle, let the driver know that you want to get dropped off at Campus North Residential Commons. Go Airport Express can also pick you up again when you leave for home; make your reservation online or via phone using the information above.

**Travel Times Between Campus and Airports**

By car, it may take (depending on time of day):

- 1 to 2 hours to travel between UChicago campus and O’Hare International Airport.
- 30 to 45 minutes to travel between UChicago campus and Midway International Airport.

**UChicago Summer Session Shuttle Service**

UChicago Summer Session has arranged chartered buses to provide transportation for Summer Session students from O’Hare International Airport (ORD) on Saturday, July 13. Students may opt into this service for $45. There is no shuttle service available on Departure Day.

While this service is primarily used by our arriving precollege (high school) students traveling alone, SBSP students may utilize it if planning to arrive into Chicago during the shuttle’s service window.

- Students may opt into this service on their Status Page, and must also provide all flight details.
- When booking travel, the student’s arrival day and time must be scheduled to align with available shuttle times if you opt into the service.
- Those with flights arriving after 1:00pm may not opt into the shuttle service.
- Students whose flights are scheduled to arrive before 1:00pm but whose flights are delayed will be refunded the reservation fee.
- This service is available for enrolled students only.

For those traveling to Chicago from outside the US, budget at least one hour to get through Customs and Passport Control and retrieve luggage.
Finding the Shuttle at O'Hare International Airport (ORD)

For those utilizing the UChicago Summer Session Shuttle service, note that there will be UChicago Summer Session staff members stationed at ORD terminals to greet incoming students at baggage claim and coordinate getting all students to the Shuttles. Summer Session staff members will be wearing program shirts and lanyards, so that they can be easily identified.

In the unlikely event that a student does not find a staff member immediately, he/she should wait by the designated baggage carousel and call the UChicago Summer Session Emergency Contact number: 773-294-6576. Starting on the day before Arrival Day, this phone is always monitored by a staff member who will be able to assist the student in locating Summer Session staff in the airport or updating their flight arrival time. If no one answers, the student should leave his or her name, location, and phone number (if applicable) on the voicemail and a staff member will call back immediately.

International Arrivals

After exiting the airplane, students should follow signs to the immigration area. This may involve waiting in long lines, especially if other international flights have arrived at the same time.

After completing the immigration process, students will retrieve their luggage and then go through Customs. Once through Customs, UChicago Summer Session staff will be stationed to receive students; staff will be wearing shirts with a “UChicago Summer Session” logo. Students and Summer Session staff should look out for each other. UChicago Summer Session staff will check off that each student has arrived and will escort students to the shuttle buses heading to campus.

From O'Hare International to Campus

At least one bus per hour will circulate to different terminals to pick up students.

<table>
<thead>
<tr>
<th>ARRIVAL DAY</th>
<th>FIRST BUS DEPARTS O'HARE AT</th>
<th>LAST BUS DEPARTS O'HARE AT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, July 13</td>
<td>9:00am</td>
<td>1:00pm</td>
</tr>
</tbody>
</table>

Arrival Day

Arrival Day for SBSP residential students is Saturday, July 13. There are no formal program activities on Arrival Day; the program will officially begin on Sunday, July 14.

Dining

SBSP residential students’ dining plan begins with dinner on Arrival Day, Saturday July 13. The dining hall will be open until 7:00pm. However, students are welcome to explore the local area and eat dinner elsewhere if they prefer.

Check-in Location and Times

Unless directed otherwise, all residential students will check in at the Campus North Residential Commons at 5500 S. University Avenue, Chicago IL 60637.
**ARRIVAL DAY CHECK-IN MOVE INTO ROOMS**

<table>
<thead>
<tr>
<th>ARRIVAL DAY</th>
<th>CHECK-IN</th>
<th>MOVE INTO ROOMS STARTING AT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, July 13</td>
<td>9:00am - 8:00pm</td>
<td>1:00pm**</td>
</tr>
</tbody>
</table>

**While students may check in beginning at 9:00am, they may not access their rooms until 1:00pm. Summer Session staff have arranged an area in the residence where students can leave their luggage if they arrive before 1:00pm and want to explore campus.**

- Students arriving to campus **before 2:00pm** will check in with Summer Session residential staff at a designated table in the lobby of Campus North Residential Commons. Staff will provide students with their room assignment and UChicago Card, as well as program materials and welcome packet.
- Students arriving to campus **after 2:00pm** will check in at the Front Desk of Campus North Residential Commons, and will receive just their room assignment and UChicago Card. A Summer Session residential staffer will be available elsewhere in the residence until 8:00pm to provide arriving students with their additional materials; this staffer’s contact information will be provided just before the program begins.
- Anyone arriving **after 8:00pm** can still pick up their UChicago Card and access their rooms, but will not receive the remainder of their materials until Orientation on Sunday, and no Summer Session staff will be available.

**Departure**

Students may depart the program Friday, August 2, but should not schedule a flight that would cause them to miss organized program activities. Final graduation ceremonies will end at approximately 3:00pm. If leaving Friday, departing flights should be scheduled after 7:00pm. To avoid missing closing events, though, we encourage students to stay on campus the last night of the program, and depart Saturday, August 3. Students must be completely checked out of their rooms and depart the residence hall facility no later than 9:00am Saturday, August 3.

**Early Departure**

Students are expected to stay through the last day of the program. On occasion, a student may need to leave the program early due to an emergency or other situation. Please contact the Summer Session office if you need depart early. Please note that if a student is not able to complete the course requirements due to an early departure, they should contact the instructor to discuss their grade.

**What to Bring**

For a suggested packing list, visit the Admitted Student section of our website under Residential Life.

**Wardrobe/Dress Code**

Classroom attire is casual, however we do not recommend athleisure. Company visits, formal luncheons, and other events will require business attire. Summers in Chicago tend to be warm and humid; however, our weather is often unpredictable. We recommend bringing a minimum of two business professional suits, several casual/business casual options, an umbrella, a light jacket, and/or long-sleeved attire.
Immunizations

Immunizations are required for enrollment at the University of Chicago. Go to the Immunizations page for more information on requirements: [https://wellness.uchicago.edu/medical-services/immunizations/](https://wellness.uchicago.edu/medical-services/immunizations/)

Students who do not have the required immunizations can get them once they come to campus. Note that, while there is no immediate penalty if an SBSP student fails to complete the immunization requirements while on campus, they will not be able to enroll if they matriculate to the university in the future until the requirement is met.

Students with Disabilities

Summer Business Scholar Program students who have a disability and would like to request an accommodation should contact Student Disability Services at disabilities@uchicago.edu or at (773) 702-6000 once attendance has been confirmed. Appropriate and professional documentation verifying the disability and specifying recommended accommodation(s) must be provided to support the request. Assuming the documentation is current and complete, the review and decision process may take up to ten weeks. It is the policy of the University of Chicago to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act as amended.

Identification - The UChicago Card

The UChicago Card is a student’s official Summer Business Scholar Program identification and is subject to the regulations of the University. Students should carry the card at all times as it is required for entry into the residence hall, libraries, dining hall, and other facilities. The card is not transferable and must be presented upon demand by a University official. Students are subject to disciplinary action if they fail to identify themselves adequately upon the request of a University official. Misuse of the card will result in its forfeiture and may be subject to disciplinary action.

UChicago Cards will be distributed on arrival day at the check-in table. Students will be given program lanyards to carry their UChicago Card, and they are expected to wear their lanyards around their necks while on campus.

If a student loses their UChicago Card, there is a $25 charge to replace a card. It may take up to three (3) business days to make a replacement card. Students may be responsible for paying for meals in the dining hall until a replacement card can be created. In case of a lost UChicago Card, contact any residential staff member immediately, so that Summer Session senior staff members can be notified and request a new card and have the old card deactivated immediately.

Any Summer Business Scholar Program student found to be in possession of an altered or fake ID (UChicago or government-issued) will have it confiscated, not to be returned, and disciplinary action will be taken against the student.
Photo Requirements for the UChicago Card

All Summer Business Scholar Program students must submit an acceptable photo within a week (seven days) of admission to the program in order to have their UChicago Card created. Information regarding specifications and deadlines for photo submission will be emailed to admitted students. Late fees will be charged to the student if photos are not submitted on time.

Acceptable photos must meet the following requirements:

- Your picture must be a recent color photo.
- Background must appear solid white.
- The picture should be lit so that no part of your face is in shadow.
- You must be directly facing the camera, with your arms down at your sides.
- No hats allowed, along with sunglasses, jewelry, or garments of any sort that obstruct the view of your face or head (religious headcoverings are okay).
- The image resolution should be at least 200 x 220 pixels (1:1.1 width-to-height ratio).
- Your picture must be a JPEG file no larger than 1MB.
## Orientation Schedule

### Sunday, July 14

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:30am</td>
<td>Breakfast</td>
<td>Baker Dining Hall</td>
</tr>
<tr>
<td>9:00am</td>
<td>Orientation Welcoming Remarks</td>
<td>Harper Center</td>
</tr>
<tr>
<td></td>
<td>• Introductions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Program Overview</td>
<td></td>
</tr>
<tr>
<td>10:00am</td>
<td>Icebreaker and Team Building Activities with Team Pete Improv</td>
<td>Harper Center</td>
</tr>
<tr>
<td>12:00pm</td>
<td>Lunch</td>
<td>Baker Dining Hall</td>
</tr>
<tr>
<td>1:15pm</td>
<td>Buses depart for downtown</td>
<td>Campus North Residential Commons</td>
</tr>
<tr>
<td>1:45-3:30pm</td>
<td>Free time downtown</td>
<td></td>
</tr>
<tr>
<td>3:30-5:00pm</td>
<td>Architectural Boat Tour</td>
<td>401 N. Wabash</td>
</tr>
<tr>
<td>5:15pm</td>
<td>Bus returns to campus</td>
<td></td>
</tr>
</tbody>
</table>

Residential SBSP students must attend a brief Housing Orientation session presented by the Housing office and the UChicago Police Department. This Orientation will provide information on housing support services, as well as safety and security. The date and time of this presentation will be provided closer to the start of the program.

## Daily Schedules

Class will meet daily, Monday through Friday. The morning session will run from 9:00am to 12:00pm, and the afternoon session will run from 1:30pm to 3:30pm. There will also be corporate visits that bring all students off campus on the Wednesday July 17 and Wednesday July 24. Detailed daily schedules will be provided upon program check-in.

The academic day ends at 3:30pm, giving students time to rest, exercise, or begin working on homework assignments. After dinner, students may continue work on assignments, or participate in a staff-led excursion, activity, or study break.

Given the academic rigor of the program, students should plan to have homework on most if not all weekdays, so they are encouraged to manage their time wisely. While the social aspects of SBSP are important, academic work should be all students’ top priority.

## Weekends

On each weekend during the program, SBSP students may explore campus and the city of Chicago on their own or in small groups, or take advantage of staff-led excursions to the beach, museums, shopping areas, a Cubs or White Sox baseball game, or attend other events across the city.

## Final Class Day and Graduation

There will be a final exam in the morning of the last day of class, Friday August 2. The SBSP Graduation Ceremony will be held after lunch, and will end at approximately 3:00pm, though many students may continue to socialize after the formal event is concluded.
## Program Staff

**Professor Kathleen Fitzgerald, Adjunct Assistant Professor of Management, Chicago Booth**
Kathleen is a co-founder of the Summer Business Scholars Program, and has taught it every year since its inception. Kathleen also holds the position of Director of Academic Support at Chicago Booth, preparing students in the Chicago Booth Executive MBA program for the rigors of Chicago’s quantitative approach to finance, economics, statistics, and marketing.

Kathleen.Fitzgerald@chicagobooth.edu

**Nahida Teliani, Director, Undergraduate Initiatives, Chicago Booth**
Nahida is responsible for undergraduate recruitment and evaluation as well as programming and alumni engagement for all of Chicago Booth’s undergraduate initiatives, including the Dougan Scholars Certificate Program, Summer Business Scholars Program and Chicago Booth Scholars Program.

Nahida.Teliani@chicagobooth.edu

**Alex DeCamp, Associate Director, Undergraduate Initiatives, Chicago Booth**
Alex is responsible for supporting the planning, operations, and execution of the Chicago Booth Scholars Program, Dougan Scholars Certificate Program, and Summer Business Scholars Program.

Alex.DeCamp@chicagobooth.edu

**John Lim, Undergraduate Initiatives, Chicago Booth**
John provides program support for undergraduate initiatives at Chicago Booth.

John.Lim@chicagobooth.edu

**Christine Parker, Executive Director of Summer Quarter and Associate Dean of the College**
Christine oversees the entire suite of precollege and undergraduate Summer Session programs, which serve over 1500 students each summer.

csparker@uchicago.edu

**Jim Wessel, Residential Director**
Jim plays a major role in the hiring, training, and supervision of the residential staff and supports senior residential staff in managing the highest level incidents. He is also the primary liaison with Summer Conferences, Dining, Housing, and other campus offices with which we partner to run programs.

jwessel@uchicago.edu
Sarah Lopez, Assistant Director of Academic Programs
Sarah provides essential administrative support to instructors, and is the point person for co-curricular academic activities, including class field trips, guest speakers, etc.

slopez@uchicago.edu

Kate Graham, Administrative Specialist
Kate provides day-to-day administrative support such as applicant and student communication, ordering materials, and scheduling.

kateg@uchicago.edu
Campus Safety

We recognize that many students may be navigating city life for the first time, while others will be adjusting to their first experience in the U.S. From presentations in the first week by an officer from the UChicago Police Department about safety tips and campus resources, to ongoing policies, procedures, and interpersonal support provided by our residential staff (who will have made their own adjustments to life on campus when they first arrived as students), we aim to give students the tools they need to approach their time here confidently and conscientiously. Residential staff will provide information and advice to students about how to navigate the campus, downtown, and other areas throughout Chicago.

UChicago Safe App

To support campus safety, the University of Chicago released the UChicago Safe app, available for iOS and Android phones. We strongly encourage all residential students to download and set up this application, which provides helpful information, maps, and a tracking feature to help students get home safely. More information about the UChicago Safe app is available at safety-security.uchicago.edu/services/uchicago_safe_mobile_safety_app/

Communication

With Summer Business Scholars Program and UChicago Summer Session

Most program communication will come via email from UChicago Summer Session. To prevent important emails from getting caught in spam filters, please add summersession@uchicago.edu to your "safe sender" list. The UChicago Summer Session main office can be reached at +1-773-702-2149.

For emergency contact during the summer outside of normal business hours, call: +1-773-294-6576. This number is for emergencies only; personal messages will not be taken at this number. Note that this number will not be activated until the day before Arrival Day.

Receiving Mail

Students living in residence can receive mail while their program is in session. However, any mail received before the student checks into their program, or after they depart, will be returned to sender by the Front Desk staff.

Student Name
Attn: Summer Conferences-Summer Business Scholars Program
Campus North Residential Commons Room XX
5500 S. University Ave.
Chicago, IL 60637

Computing

Summer Business Scholar Program students will have access to the University's computing network, including the Internet and email, during the length of their program. Students are strongly encouraged to bring their own computers if they own one; however, computers are not required. Students who do not bring their own computers may utilize computers set up for general use in the Regenstein Library or the computer lab in the Campus North Residential Commons.
Students who choose to bring their own computers to campus are responsible for their maintenance. Summer Session staff do not provide computer support for student’s personal computers. However, the TechBar at the Regenstein Library and IT Services can assist students with computing support.

**Dietary Needs and Restrictions**

UChicago Dining is accustomed to hosting participants from around the world with varied dietary restrictions. In order to accommodate the diverse dietary needs of participants on campus, all dining halls offer vegetarian, vegan, gluten-free, and lactose-free options. These foods will be clearly labeled in all dining halls. Students may contact Dining staff directly if needed to discuss specific dietary requirements.

**Dining on Campus**

SBSP students living on campus will dine at the Baker Dining Commons, which is part of the CNRC complex. Meals will be served seven days a week at the following times (subject to change):

- **Breakfast:** 7:00am – 9:30am
- **Lunch:** 11:30am – 1:30pm
- **Dinner:** 5:30pm – 7:30pm

The residential program staff may occasionally make arrangements for special catered meals to be served outside the dining commons. These catered meal dates, times and locations will be announced to all residential students beforehand.

**Libraries and Gyms**

SBSP students are full matriculants to UChicago during Summer Quarter, so students’ UChicago Card provides access to the Ratner gym as well as campus libraries. Residential staff can lead tours of the Regenstein library on request to help students learn how to navigate the resources there.

**Medical Care**

**Accident and Sickness Insurance**

Students enrolled in the Summer Business Scholars Program at the University of Chicago receive accident and sickness insurance through AIG Personal Accident Insurance. This coverage lasts for the duration of a student’s summer program, i.e., the coverage begins on the first day of the summer program and ends on the last day of participation in the program.

**What type of coverage is this?**

This plan should be viewed as two complementary forms of insurance:

1. medical insurance coverage for accidents, injuries, and/or illness, and
2. travel assistance coverage for emergency evacuation or repatriation services.

**How do I use this insurance policy?**

If you have an accident or become ill while participating in SBSP, you should first seek care at the on-campus Student Health Service or Student Counseling Service. Information about locations and hours can be found at [wellness.uchicago.edu](http://wellness.uchicago.edu).
If you are then referred to a specialist or needs a specific procedure (e.g., labs or X-rays), you will need to show your AIG insurance card as proof that you have accident and sickness insurance. Be sure to write your name on the card in advance.

If these on-campus clinics are closed or unavailable when you need care, Summer Session residential staff will assist you to either an immediate care clinic to receive care, or to the Emergency Department at the University of Chicago Medical Center if the situation is more serious.

**What if I already have insurance?**

If you have insurance from home that covers you in Chicago for the duration of the program, that insurance will be considered your “primary” insurance. When you seek care, you should show your insurance card for this primary coverage. The AIG accident and sickness insurance provided by UChicago will be considered “excess” insurance for students who already have insurance coverage.

**Where can I get more information about this policy?**

For a detailed list of the coverage and exclusions under this policy, visit https://wellness.uchicago.edu/student-insurance/summer-insurance

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**Parking**

Commuter students are permitted to drive to and from campus but should be aware of the limited parking available. Options include parking permits for a fee, but there is free parking around campus on a first-come, first-served basis. For more information on parking around campus, visit https://safety-security.uchicago.edu/services/parking/
Academic Honesty

As students and faculty of the University of Chicago, we all belong to an academic community with high scholarly standards of which we are justly proud. Our community also holds certain fundamental ethical principles to which we are equally deeply committed. We believe it is contrary to justice, to academic integrity, and to the spirit of intellectual inquiry to submit the statements or ideas or work of others as one’s own. To do so is plagiarism or cheating, offenses punishable under the University’s disciplinary system. Because these offenses undercut the distinctive moral and intellectual character of the University, we take them very seriously; punishments for committing them may range from a formal reprimand to permanent expulsion from the University of Chicago. The Summer Session Office and the College, therefore, expect that you will properly acknowledge your use of another’s ideas, whether that use is by direct quotation or by paraphrase, however loose. In particular, if you consult any written source and either directly or indirectly use what you find in that source in your own work, you must identify the author, title, and page number or URL. If you have any doubts about what constitutes “use,” consult your instructor and visit college.uchicago.edu/policies-regulations/academic-integrity-student-conduct.

Course Requirements

Students must meet all academic requirements established by the instructor. Regular class attendance, timely completion of all assigned work, and thorough preparation for and participation in all classes are required. Failure to meet these obligations reflects a lack of commitment to success in the program and may result in probation or dismissal.

Class Attendance

Summer Business Scholar Program students are expected to attend all class sessions and program events. Students who will not be able to attend a class session should inform the instructor in advance of the class session via email, copying summersession@uchicago.edu. Unexcused class absences by students may result in disciplinary action, including probation and dismissal.

Course Withdrawal

Students who need to or wish to withdraw completely from the University must inform the Summer Session office immediately at summersession@uchicago.edu. Verbally informing an instructor, RA, or other staffer, or failing to attend classes does not constitute an official withdrawal. It is not the responsibility of the course instructor to alert the Summer Session office of students not attending class.

Course Credit

Only the college or university you attend for your undergraduate degree can determine the acceptability of these courses for transfer credit according to its own policies. Official transcripts must be requested by students directly from the University Registrar via myUChicago; grades will not be sent automatically to your home institution.
Grades

At the University of Chicago, the following grades and marks are given to students in undergraduate-level courses: A, A-, B+, B, B-, C+, C, C-, D+, D, F, I, NGR, P, and W. The numbered weight assigned to each letter grade for computation of grade point averages follows:

<table>
<thead>
<tr>
<th>Grade = Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other: P = Pass, I = Incomplete, NGR = No Grade Recorded, W = Withdrawn</td>
</tr>
<tr>
<td>Grade = Value</td>
</tr>
<tr>
<td>A = 4.0</td>
</tr>
<tr>
<td>A- = 3.7</td>
</tr>
<tr>
<td>B+ = 3.3</td>
</tr>
<tr>
<td>B = 3.0</td>
</tr>
<tr>
<td>B- = 2.7</td>
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<tr>
<td>C+ = 2.3</td>
</tr>
<tr>
<td>C = 2.0</td>
</tr>
<tr>
<td>C- = 1.7</td>
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<tr>
<td>D+ = 1.3</td>
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<tr>
<td>D = 1.0</td>
</tr>
<tr>
<td>F = 0</td>
</tr>
</tbody>
</table>

The University of Chicago does not mail paper grade reports. Grades will be available to students via myUChicago at the end of Summer Quarter (mid-September). Official transcripts must be requested by students directly from the University Registrar.

Students who find themselves in extreme circumstances that make it difficult to complete their course work, such as a sudden illness or other emergency, should seek advice from the Summer Session Office about the best options for their particular situation. In situations such as these, the Summer Session Office may grant permission for a student to take a course for a P (Pass) or an I (Incomplete). Students must receive written permission from the Summer Session Office before they can receive a grade of P (Pass) or I (Incomplete) for a course; the instructor’s permission alone is not sufficient.

Grade Definitions

**Pass**

The mark P (Pass) is intended for a student who has (1) completed the requirements of a course with work that is of a passing quality, and (2) participated actively in the course. The student must first petition the Summer Session Office at summersession@uchicago.edu for permission to take the course Pass/Fail. Once permission is granted, the student should request a Pass/Fail grade from the instructor. All arrangements to take a course Pass/Fail must be made before the final class session of a course. Students should be aware that courses taken for a Pass/Fail grade might not be accepted for transferable credit by colleges and universities. The mark F indicates unsatisfactory work and does not confer credit. A grade of F may not be subsequently changed, except when entered in error by the instructor or the registrar.

**Incomplete**

The mark I (Incomplete) is intended for a student who has not completed the requirements of a course before the end of the quarter but who has (1) completed the majority of the requirements of the course with work that is of a passing quality, and (2) participated actively in the course. The student must first petition the Summer Session Office in writing at summersession@uchicago.edu. The Summer Session Office will consult with the course instructor, and will contact the student regarding arrangements to complete the remaining work, including a deadline for completion. Incompletes must be finished within a period of time agreed upon between student and instructor (which must be no longer than two months after the course end date). If the student completes the course work within the specified time period, the instructor will report a grade for the course,
which will be entered on the student’s transcript following the I (Incomplete). Even after the work has been completed, the I (Incomplete) remains on the student’s academic record.

If the course work has not been completed within the specified time period, the student will receive a **W (Withdrawn)** for the course, unless the instructor has indicated to the Summer Session Office that another grade should be assigned in this eventuality.

**No Grade**

The mark “NGR” (No Grade) is entered on the student’s grade report by the registrar’s office when the instructor has failed to submit a final grade for a student. The NGR may be resolved by submission of a final grade or a formal Incomplete petition to the Summer Session Office. If neither has been submitted by Friday of the week following the end of summer quarter, the NGR will be converted into a W. After this point, students will not be eligible to petition the Summer Session Office for an Incomplete.

When a final grade is submitted to replace an NGR, that grade will be entered on the academic record with an “I” notation, indicating that the work was completed outside the course’s standard timeframe. That “I” may be removed only if the instructor states that the student’s work was completed before the end of the quarter or if the student successfully petitions the Summer Session Office.

The intermediary NGR should not be interpreted as an informal Incomplete or as a way to avoid an “I” on the transcript. Rather, students are strongly urged to protect themselves against misunderstandings and missed deadlines by arranging for an official Incomplete if one proves necessary.

**Computing Regulations**

All students are expected to abide by the University of Chicago’s policy on Information Technology Use and Access: [https://its.uchicago.edu/acceptable-use-policy](https://its.uchicago.edu/acceptable-use-policy). Failure to do so will result in disciplinary action by the University.

Students should be aware that the University does not monitor or censor in any way any electronic material. Some individuals may find the content of some electronic entries to be objectionable, including comments which may be construed as profane, obscene, racist, sexist, or otherwise offensive. Students should use the University’s computing network recognizing that these materials exist and can be accessed, and that the University neither assumes responsibility for nor endorses any of the content in electronic entries.

If you acquire and/or redistribute copyrighted materials without buying or licensing them, and/or if in using certain applications you consume network capacity inappropriately, you will be found in violation of the University’s Eligibility and Acceptable Use Policy. This will result in the revocation of your IT account, which means you will no longer be able to use University computing facilities, including on-campus Wi-Fi or other network connections, while you are a student here. Federal law requires that the University take action when notified that someone on its network is distributing copyrighted materials. In addition, sharing copyrighted materials without a license is quite likely to subject the user and the University to legal sanctions. The University will not protect individuals who distribute copyrighted material without an appropriate license.
**Student Conduct**

Any conduct, on or off campus, of students as individuals and as members of campus groups that threatens the security of the University community, the rights of its individual members, or its basic norms of academic integrity will be subject to disciplinary action and possible dismissal from the program.

The ideas of different members of the University community will frequently conflict, and we do not attempt to shield people from ideas that they might find unwelcome, disagreeable, or even offensive. There are, however, some circumstances in which behavior so violates our community’s standards that formal University intervention may be appropriate. Acts of violence and explicit threats of violence directed to a particular individual that compromise that individual’s safety or ability to function within the University setting are direct affronts to the University’s values and warrant intervention by University officials. Abusive conduct directed at a particular individual that compromises that individual’s ability to function within the University setting and that persists after the individual has asked that it stop may also warrant such intervention.

**Statement of Nondiscrimination**

In keeping with its long-standing traditions and policies, the University of Chicago considers students, employees, applicants for admission or employment, and those seeking access to University programs on the basis of individual merit. The University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes as required by law (including Title IX of the Education Amendments of 1972). For additional information regarding the University of Chicago’s Policy on Harassment, Discrimination, and Sexual Misconduct, please see: [http://harassmentpolicy.uchicago.edu/page/policy](http://harassmentpolicy.uchicago.edu/page/policy).

The University official responsible for coordinating compliance with this Notice of Nondiscrimination is Bridget Collier, Associate Provost for Equal Opportunity Programs. Ms. Collier also serves as the University’s Title IX Coordinator, Affirmative Action Officer, and Section 504/ADA Coordinator. You may contact Ms. Collier by emailing bcollier@uchicago.edu, by calling 773-702-5671, or by writing to Bridget Collier, Office of the Provost, The University of Chicago, 5801 S. Ellis Ave., Suite 510, Chicago, IL 60637.

**Unlawful Discrimination and Harassment**

Harassment based on one of the factors listed above is verbal or physical conduct or conduct using technology that is so severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual’s work performance or educational program participation, or that creates an intimidating, hostile, or offensive work or educational environment.

A person’s subjective belief that behavior is offensive, intimidating or hostile does not make that behavior harassment. The behavior must be objectively unreasonable. Expression occurring in an academic, educational or research context is considered as a special case and is broadly protected by academic freedom. Such expression will not constitute 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.

Harassment includes same-sex harassment and peer harassment among students, staff, other academic appointees, postdoctoral researchers, faculty members, program participants, volunteers, and anyone on whom the University formally confers a title, regardless of employment status. Harassment by a faculty member, instructor, or teaching assistant of a student over whom the individual has authority, or by a supervisor of a subordinate, is particularly serious.
Additional Characteristics of Sexual Harassment

Sexual misconduct encompasses a range of conduct, from sexual assault (a criminal act that the U.S. Department of Education defines as sexual harassment) to conduct such as unwanted touching or persistent unwelcome comments, emails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, depending upon the specific circumstances and context in which the conduct occurs. For example, 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.

In compliance with the Violence Against Women Reauthorization Act of 2013 (“VAWA”) and the Clery Act, the University uses the State of Illinois Criminal Code’s definitions of sexual assault and sexual abuse. The University incorporates the State’s definitions of several other important terms, including domestic violence, dating violence, and stalking and recognizes that sexual assault, domestic violence, dating violence, and stalking are not gender-specific crimes.

Definitions and additional information are provided in the UChicago Student Manual.

Title IX Compliance

All students enrolling in the Summer Business Scholar Program will be required to complete an online training about Title IX policies before their program begins. Students will be sent information via email in May 2019 with links to the online training.

Alcohol, Drugs & Paraphernalia and Prescription Medicine

Summer Business Scholar Program students may not use, possess, distribute, solicit, assist in the acquisition of, transmit, traffic, manufacture or attempt to manufacture illegal drugs, or drug paraphernalia at any time while a student in the Summer Business Scholar Program, whether on campus or off campus, even at a private gathering. Students over the age of 21 may consume alcohol off-campus, but may not be in possession of alcohol during the Summer Business Scholar Program if residing in a residence hall.

Federal and state laws prohibit the possession, distribution and use of controlled substances, unless in compliance with licensing requirements or a doctor’s prescription. Illinois law prohibits the consumption and possession of alcohol by persons under the age of 21 and the supplying of alcohol to any person under the age of 21. Additionally, Illinois law prohibits the sale of alcoholic beverages except by those licensed to sell such beverages. Illinois law and city ordinances also prohibit public intoxication, operation of a vehicle or bicycle under the influence of alcohol or other intoxicants, and consumption of alcohol in a public place. Violators of these state and federal laws will be subject to disciplinary action, which may include being barred from the residence hall.

This zero-tolerance policy also extends to substances employed to induce effects similar to intoxication or impairment, but which are not necessarily illegal, e.g., “whip-its,” “bath salts,” misuse of cough syrup or other over-the-counter medications, asphyxiation and so on. In such cases, the intent to misuse a legal substance to result in intoxication or impairment will be the determining factor in the disciplinary response.
All students will be expected to self-administer and self-manage their own prescribed and over-the-counter medications. The Residential Program staff bears no responsibility in these matters.

Finally, the health and safety of our students remains our top priority. Summer Business Scholar Program students are expected to contact appropriate emergency personnel when an intoxicated/impaired person needs assistance. In case of medical emergency, students should call 911 or 773-702-8181 to contact police, fire and medical professionals.

**Firearms and Weapons**

Possession of firearms of any kind, fireworks and other explosives, or other dangerous objects or materials on campus is prohibited. Possession of weapons, including knives, swords, tasers, BB, air or paintball guns, or any other object used as a weapon, is prohibited. Any student found to be in possession of such objects will be immediately dismissed from the program and may be referred to local law enforcement.

**Smoke/Open Flames**

Smoking (of tobacco or any other substance) and e-cigarettes (vaping, Juul, or any other device) are not permitted in or within 15 feet of University buildings, including all libraries, museums, coffee shops, and common areas of the residence halls.

Candles and incense are prohibited in the residence hall, as well an any other source of open flame, to minimize the risk of fire.

**University Facilities**

Students must follow the guidelines issued by each University service facility such as the libraries, athletics, and dining services. Failure to do so may result in disciplinary action as will misuse of the facilities.

**Activities and Events**

Activities and trips away from campus are offered by the Summer Business Scholars Program staff and the Center for Leadership and Involvement. Program staff plans and often accompanies students these events. All expectations for appropriate conduct in the residential program will also apply to off-campus events. Failure to abide by these instructions will result in disciplinary action.

Students who choose to explore the city on their own should familiarize themselves with how they will travel to and from their destinations before they leave campus, and make sure that they have the means to contact the Residential Program staff in case of an emergency.
Summer Session residential programs seek to serve the educational objectives of the University by offering a setting outside the classroom where individual education and personal development is furthered. The following policies establish reasonable limits to ensure all residents can live, study, eat and sleep successfully. These policies help to guarantee the basic rights of all residents which include protection from behavior that creates excessive noise, endangers or disturbs other residents, or invites the intrusion of public authorities into the residence hall.

**Residential Staff**

The Summer Session residential staff consists of Residential Assistants, current or recently graduated UChicago undergraduate students who live alongside students in the residence hall and help guide them in adjusting to the academic demands of the University of Chicago. Residential Assistants are overseen by a team of Assistant Residential Directors, who also live in residence. As a team, they will be an important resource for students, and are responsible for assuring Summer Session students comply with all program policies and guidelines. The Assistant Residential Directors are on call 24 hours a day and the front desk of the residence hall is also staffed 24 hours a day. The residential team is overseen by the Residential Director, an experienced residence life professional who is a year-round member of the Summer Session senior team.

In addition to Summer Session residential staff, full-time residential staff who work in Housing and Residence Life during the regular academic year maintain apartments in CNRC with their families. All residential students should be equally as respectful of these staffers and their families as they are to Summer Session staff and participants.

**Student Behavior in the Residence Hall**

The residence hall is a community where the individuality of all residents and their rights to make personal choices are respected, as long as those choices do not interfere with the rights of others. In protection of these rights and responsibilities, residents may not engage in personal abuse, written or verbal, directed against other residents, guests, or members of the residential or facilities staff. Any form of abusive, threatening, or harassing behavior will be considered grounds for serious disciplinary action.

Students will reside only in their assigned room and may use common spaces in the hall as directed by the resident staff. Any other room in the residence hall, including rooms and common spaces that are being cleaned, under construction, or being used by another program or University staff members, are considered restricted areas, and may not be entered or used by Summer Session students.

**Students with Sexual Orientation/Gender Identity Considerations**

Summer Session students who have concerns about their roommate match and/or housing assignment in relation to their sexual orientation or gender identity should contact the Summer Session office directly via email at summersession@uchicago.edu. Students will not be asked to provide more information than is necessary. All inquiries will remain confidential.
**Roommates and Room Assignments**

Students must respect the rights of their roommates including, but not limited to, the right to privacy and use of the shared room and bathroom facilities. Students who violate this principle will be subject to disciplinary action. Students will receive room and roommate assignments when they move into the residence hall, not prior. For any roommate concerns, please contact the Residential Program staff immediately.

Summer Business Scholar Program students will be assigned double rooms or apartments, unless a single room is selected on the application. There is an additional fee for single rooms. All residential students are enrolled in the dining plan for three meals a day, seven days a week.

**Quiet Hours**

In order that students might study and sleep undisturbed, quiet hours will be observed in the residence hall as follows:

- **Sunday through Thursday:** 9:00pm until 6:00am
- **Friday and Saturday:** Midnight until 9:00am

**Guests**

Occasionally friends or relatives may wish to visit, and we welcome them to campus. Guests may not be accommodated overnight in student rooms, however. Hosting unregistered guests will be grounds for disciplinary action. Hosts are always responsible for the behavior of campus guests, and visitors are expected to conform to the behavioral standards set for students at the University.

In addition, students may not host other program residents in their rooms overnight. Every student is expected to sleep in his or her own assigned room. This ensures that roommates’ rights are not infringed upon, as well as that in the event of an emergency, staff can quickly and easily locate residents. Students found in violation of this policy will be subject to disciplinary action.

**Fire Safety**

Fire safety regulations, which will be discussed during Orientation, must be followed. Tampering with fire safety equipment, including fire extinguishers, fire alarms, and smoke alarms, is a crime and will likely result in dismissal from the program.

**Pets**

Pets are not allowed in the residence hall and should not be brought to campus.

**Health & Safety**

Residence hall rooms should be locked at all times when you are absent or sleeping. Summer Session is not responsible for student’s personal items lost or stolen from unsecured rooms.

**Moving Out**

When moving out of the residence hall, students must remove all of their belongings, clean their rooms, and return their key cards to the front desk. A move-out checklist will be sent to students a few days before departure to help them plan ahead.

Summer Session is not responsible for any personal items left behind by students after they move out of the residence.
Damage, Loss and Additional Fees

Through the Bursar’s Office, students will be assessed fees for:

- Replacement of lost or damaged UChicago Cards
- Late submission of photos
- Accessing vacant residential rooms that are not their own
- Any damage to their room or common spaces, or furnishings therein
- Damage repair or excessive room cleaning

If these fees are not paid by the due date on the invoice, a student’s status at the Registrar’s Office will be restricted, and students will not be able to access grades or request transcripts. Collection action may also be taken.
Disciplinary Policies
Academic Violations

An instructor who believes that a student in his/her course has acted questionably with regard to academic honesty should discuss the matter directly with the student and, if possible, resolve the matter in this way. If this is not possible, the matter should be brought to the Executive Director. The Executive Director, after consultation with the appropriate parties, including the student in question, will determine if a formal hearing is necessary. In these cases, the Executive Director will convene a Disciplinary Committee, comprised of the Director of Academic Programs, the Residential Director, and the Chicago Booth Undergraduate Initiatives staff. The matter will proceed to resolution consistent with the Disciplinary Procedures of the Summer Session and the College.

Social/Residential Violations

If a student exhibits behavior inconsistent with the policies contained in the student handbook, residential staff will intervene and discourage such actions. All inappropriate behavior will be recorded in a daily log and brought to the attention of program administration. In cases where a student’s behavior, in the judgment of the Residential Staff, fails to meet established expectations, displays disregard for the warnings of the Staff, or reflects a serious infraction of the program’s policies, the matter will be referred to the Residential Director for disciplinary action.

The Disciplinary Committee will consult with appropriate parties prior to rendering a disciplinary decision. Such decisions can include:

**Probation.** All students placed on probation will be so informed in writing with a copy to the student’s parents/guardian. Any further infractions of the program’s policies while on probation will result in dismissal. Probation that results from violations of the curfew policy will include restriction of the student to the residence hall area after 7:30 pm for a designated period of time. Note: Serious infractions during the final week of a program are not subject to probation but will result in dismissal and no record of grades or program participation will be issued.

**Dismissal.** Students with a history of warnings who further violate the program’s policies will be subject to dismissal. A decision to dismiss may only be appealed to the Disciplinary Committee and must include new, relevant information that had not been considered when the decision to dismiss was made, and must be rendered within 24 hours of the decision to dismiss. The decision of the Disciplinary Committee is final.

**Expulsion.** In very serious cases, a student may be officially expelled from the University. Expulsion follows all the policies and carries all the penalties of dismissal, but expelled students will be blocked from enrolling again as a student of the University for the next five years.

In cases where a single serious violation occurs or where a student endangers his/her own well-being or the well-being of others, a decision to dismiss or expel the student immediately can be made.

Students who are dismissed or expelled must leave campus as soon as possible. Travel arrangements must be made with the utmost expediency. Parents of dismissed students must approve of their student’s travel arrangements and inform the Residential Director of their consent.

Dismissed or expelled students receive no refund of their application fee, deposit, tuition, or room and board fees. They will not receive credit for any work completed, nor will they receive a grade report or instructor evaluations. They will be responsible for any and all remaining balances owed to the University for tuition, fees, room and board, and other charges.