



Parent & Student Policies Handbook Summer 2020

Updated April 2020





Dear UChicago Summer Session student,

Congratulations on your acceptance to Summer Session 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 to share their ideas, enthusiasm, and curiosity in virtual classrooms this summer. 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.

While we are sad to not be able to host you on campus, and recognize that the residential experience is a key feature of our programs, we have developed a robust set of tools and activities to help you connect and engage with your instructors, fellow students, and program staff who are dedicated to bringing the best of UChicago to you.

This document contains important information you need to know to prepare yourself to attend your Summer Session 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 Summer Session, and we look forward to meeting you online — wherever you are!

Sincerely,

A handwritten signature in black ink that reads "Christine Parker". The signature is fluid and cursive.

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

Pre-Program Essentials

Admissions Checklist

To secure space in UChicago Summer Session, students and their families 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 \$1,000 enrollment deposit within a week of receiving your acceptance letter.

Complete and submit the required forms, including:

- Parental Release and Confirmation for Online Learning Form (to be completed by parent or guardian ONLY)
- Academic, University, Community Standards, and Financial Policies Acknowledgment
- Student Waiver of FERPA Rights
- For those enrolled in Pathways and Immersion, pay the remaining balance on the program fee within four weeks of receiving your offer of admission.
- If you have a 504 plan or IEP at your current school, or otherwise believe that you might need accommodations such as extra time for tests, contact Student Disability Services as soon as possible at disabilities@uchicago.edu. The review process can take a while, so don't delay your request if you think you might need it.

After May 1, but before classes begin, admitted students must:

- Claim your CNET ID and password at cnet.uchicago.edu
- Claim your official UChicago Zoom credentials
- Attend a Zoom training (optional)

Tuition and Refund Policies

Payment deadlines and refund policies vary by program type.

Pathways and Immersion

Pre-Summer Billing

- Enrollment deposits are required for these programs within one week of receipt of acceptance letters.
- The balance of the program fee is due within four weeks of receipt of acceptance letters.

Pre-Summer Refunds

For programs requiring payment in full in Spring 2020 (Pathways and Immersion), 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, but the remaining program fee will be refunded through the second calendar day of the course if a student chooses to withdraw.
- 100% of program fees, including enrollment deposits, will be refunded only if a course or program is canceled and the student does not select another course or program to attend in its place.
- Students who must leave the program after the second day due to **a medical or serious family situation** that prevents them from completing the program should contact summersession@uchicago.edu to discuss financial obligations.

Summer College and Precollege Summer Language Institute

June Billing

- Enrollment deposits are required for these programs within one week of receipt of acceptance letters.
- Students enrolled in these programs will be billed by the Bursar's Office in late June 2020, with payment due in mid-July 2020.

Withdrawals

Summer College and Precollege Summer Language Institute have a separate withdrawal process and financial obligation schedule. See the [Financial Policies section page 14](#) for complete information.

Program Orientations

In the weeks before Summer Session begins, program staff will facilitate online orientations for students and parents. All participants will receive more information via email once details are finalized.

Communication

With UChicago Summer Session

Most communication from UChicago Summer Session will come via email. To prevent important emails from getting caught in spam filters, please add summersession@uchicago.edu to your "safe sender" list.

Student Life

Students Adjusting to the First Days of the Program

Many students may require a few days to adjust to course expectations as well as their new learning environment and routines. To help facilitate this adjustment, students are strongly encouraged to fully engage with their courses, instructors, community mentors, and fellow students. Because this is a great opportunity for students to advocate for themselves in a collegiate environment, we encourage students to reach out directly to staff about any concerns that arise during this transition.

Summer Session staff will be especially attentive to the needs of the students at the start of the program. There will be community-building activities led by Community Mentors in the first several days to help everyone get to know one another and our new remote learning environment. There will also be Zoom trainings available led by Summer Session staff to supplement orientations that instructors will provide about how their specific course will work.

Daily Schedule

Because Summer Session courses are equivalent to courses that last ten weeks during the rest of the academic year, the courses are intensive and rigorous. Students in the precollege programs should expect to have a full day (5-6 hours) of course-related activity, Monday through Friday, with a mix of instructor or Teaching Assistant-led sessions and independent or peer group work. For every course, you will have daily homework assignments, such as reading or problem sets, as well as more long-term assignments such as research projects, papers to write, or exams to study for.

Given the academic rigor of Summer Session programs, students should plan to have homework on most if not all weekdays, so they are encouraged to manage their time wisely. Academic work should be all students' top priority; given the intensive format of our classes, there is little time for students who fall behind to catch up, so consistent attention to coursework is required.

Libraries and Academic Support

Participants' UChicago Student credentials provide online access to campus libraries and research databases. Summer Session and UChicago Libraries staff will lead workshops of the Regenstein library to help students learn how to navigate the resources there.

Summer Session hires academic tutors to provide support for precollege students on an as-needed basis, particularly in the area of writing. These tutors provide additional support beyond what the Graduate Teaching Assistants assigned to individual courses will provide. We encourage students to take advantage of all these resources to help them make the transition into the UChicago academic environment. Community Mentors are also available to provide more informal academic support for students where appropriate.

Academic Policies

Academic Honesty

As students, staff, 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, or to inappropriately reference outside sources or consult with others to complete exams intended to measure the individual's mastery of content. **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 up 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 instructors. Timely completion of all assigned work, and thorough preparation for and participation in all classes are required. For Summer 2020, participation in class sessions refers to both synchronous participation as well as asynchronous activities, such as viewing pre-recorded lectures, which is tracked in the course's Canvas site.

Participants whose academic performance is not meeting expectations will be referred by program staff to academic support resources for additional assistance. There will also be an Academic Advisor who will regularly provide one-on-one support to students upon request via online advising sessions. Students can also contact Jenna Goldberg, the precollege student Academic Advisor, by emailing summersession@uchicago.edu.

Class Participation

Participation will be a part of your grade in every remotely taught course, and will be determined by factors such as your contributions to online discussion boards, projects, and other activities, as well as your dedication to engaging the course material and completing your assignments. Instructors and TAs understand that students might encounter connectivity issues or other problems that prevent them from participating in a particular synchronous class session on Zoom, and would not count something beyond your control against you. Students who become unable to participate due to connectivity issues, illness, or other unavoidable circumstances should inform their instructor as soon as possible via email, and include a CC: to summersession@uchicago.edu.

Only enrolled students are allowed to participate in class sessions. Parents are not allowed to listen in on or attend Summer Session classes, as this could disrupt the running of a class for the instructor or participants, and would violate the privacy of the students attending the course.

Course Changes (Add/Drop)

Because Summer Session courses are brief and very intensive, we only consider course change requests within a very small time frame each session. Not engaging with course sessions and assigned for just a few days will make it very difficult to make up the material you will have missed in the new course were you to switch, and may negatively affect your final grade.

All course change requests must be made via email to summersession@uchicago.edu. Always include your name and UChicago student ID number on all correspondence. Change requests will be considered on a case-by-case, space-available basis.

Students will only be able to access a course's Canvas site and Zoom sessions if they are officially enrolled in that course. Therefore, if a student wishes to request a course change, they must work with the Summer Session office to do so.

If classes have already started, students wishing to change into a new course must get consent from the new course instructor. An email from the instructor will suffice, and can be forwarded to summersession@uchicago.edu. All changes must then receive final approval from the Summer Session office.

Precollege Students

- **Summer College and Precollege Summer Language Institute** - Students enrolled in these programs must submit any request to change courses before the second class meeting of a three-week course, and before the third class meeting for longer courses. In your request, provide the course numbers and titles for the courses you wish to move into, as well as proof of consent (an email is sufficient) from the new course instructor if the course has already met at least once.
- **Immersion and Pathways** - Course change requests for those enrolled in these programs must be made before the end of the second day of classes.

Course Credit

Only the college or university you attend for your undergraduate degree can determine the acceptability of Summer Session courses for transfer credit according to its own policies. Precollege students who complete Summer Session courses and later matriculate in the undergraduate College at UChicago **cannot apply those credits towards graduation**. For further information, refer to the College's [Transfer Credit guidelines](#). 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:

Grade = Value	Grade = Value	Grade = Value
Other: P = Pass, I = Incomplete, NGR = No Grade Recorded, W = Withdrawn		
A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	F = 0
B = 3.0	C- = 1.7	

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, Summer Session staff will notify the instructor. All arrangements to take a course Pass/Fail must be made before the final exam or class session of a course, whichever comes first. 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

Summer Session students must have a computer with reliable internet access, a speaker and microphone, and a camera (either a webcam or built-in laptop camera) to participate in Summer Session courses. Unfortunately, we are not able to provide computers for students who do not own one.

Students should have a suitable place to work on and participate in their course which is free from distractions and excessive noises. Students will be required to use video during synchronous sessions, and are strongly encouraged to use earphones/headphones with microphone built in. Using headphones improves the quality of the audio for the student, reduces ambient noise, and preserves the privacy of other students participating in real-time sessions.

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>. Failure to do so will result in disciplinary action by the University.

Parents and 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 wifi 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.

Online Course Content

Students may not record the synchronous sessions, nor are they permitted to share access to or recordings of class sessions with anyone not enrolled in the course.

Students with Disabilities

Students who would like to request an accommodation such as extra time when taking tests or a room closer to the elevator should contact Student Disability Services at disabilities@uchicago.edu as soon as possible after you have confirmed you are attending. 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 several weeks**, so do not wait until your course begins to request accommodations. 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, but please bear in mind that whatever accommodations you may have at your current school will

University Policies

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>.

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

Discrimination based on factors irrelevant to admission, employment, or program participation violates the University's principles. 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 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 under the law. Such discrimination is unlawful.

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 Summer Session programs 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 2020 with links to the online training.

Community Standards Policies

We recognize that the residential experience is a key feature of our summer programs, and has important outcomes for our participants, such as the opportunity to meet a diverse group of peers from around the world, to learn more about the distinctive UChicago campus and academic culture, and to get a taste of college life as more independent, self-directed learners. As we shift to the remote environment, our goal is to assure these important outcomes are still achieved.

So while our community is now online rather than in a residential environment, we expect the same adherence to personal and community integrity standards and same respect for all staff and students to be honored.

Student Conduct

Any conduct of enrolled students 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.

For Summer 2020, the “University community” extends to the remote teaching and learning space, and to official and unofficial engagement between students and staff related to the class in which they are enrolled. **The same principles that apply to our academic and residential community standards carry over into the online environment.**

Behavior directed to a particular individual that compromises that individual’s safety or ability to function with the University setting is prohibited, and will be investigated by University officials. Students who violate community standards are subject to dismissal or expulsion. Prohibited behaviors include:

- Acts of violence or explicit threats of violence
- Abusive conduct (through any spoken, written, or visual medium) including bullying
- Discrimination or harassment 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).
- Harassment that is so severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual’s educational program participation, or that creates an intimidating, hostile, or offensive educational environment.
- Sexual misconduct, which 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.

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 or educational 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 definitions) it is targeted at a specific person or persons, is abusive, and serves no bona fide academic purpose.

Student Behavior Online

Even in an online environment, Summer Session is a community where the individuality of all participants 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, participants may not engage in personal abuse, written or verbal, directed against other participants or members of the academic or administrative staff. Any form of abusive, threatening, bullying, or harassing behavior will be considered grounds for disciplinary action and removal from the program.

Activities and Events

A variety of activities and workshops are offered by the Summer Session Office for program participants throughout the summer. All expectations for appropriate conduct in the remote instruction program will also apply to co-curricular online events.

Disciplinary Policies

Academic Violations

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

Community Violations

If a student exhibits behavior inconsistent with the policies contained in the student handbook, program 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 Summer Session, 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 Executive 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. 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 will be unenrolled from their course immediately, and lose all access to University systems.

Dismissed or expelled students receive no refund of their application fee, deposit, or tuition 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, and other charges.

Financial Policies

Billing for Summer College and Precollege Summer Language Institute

Students enrolled in **Summer College** for high school students and the **Precollege Summer Language Institute** will be billed for the balance of the program fee through the Bursar's Office at UChicago in late June 2020. Bills and payment information will be available through the student's [myUChicago](#) account, and students will be notified when their bills are ready. **We strongly recommend waiting until you receive official notice to review your bill**; when bills are being processed, the information that appears on the MyUChicago account may seem missing or incorrect. Paper bills are not available and no bill will be mailed.

Payment in full must be made by the due date on the bill (usually about two weeks following the billing), or a late fee will be assessed.

- For questions about how to pay a bill, or about whether a payment has been received, contact the Bursar's Office at: bursar@lists.uchicago.edu Do not send any payment for tuition and fees to the Summer Session Office.
- For questions about specific charges, contact Summer Session at summersession@uchicago.edu

Students enrolled in all other precollege programs should review the [Tuition and Refund Policies](#) section in the chapter on Pre-Program Essentials.

Summer Session Enrollment Deposit

A required, nonrefundable \$1,000 deposit should be paid by the deadline indicated in your acceptance letter and on your student confirmation form; this deposit will be credited towards your final balance.

Account Management Tools

- Tuition Billing Dates** — In early May, billing dates will be posted on the Bursar's website bursar.uchicago.edu (under University Students -> Tuition and Fees -> College, Summer 2020).
- myUChicago** —View your account balance by logging in using your CNET ID and password.
- Electronic (paperless) billing and online payments** — Receive and manage your bill electronically. Make a payment from a United States bank account, or sign up for Peer Transfer to make a payment from a non-US bank account.

Summer College and Precollege Summer Language Institute: Declining Enrollment

All students who accept their offer of admission to Summer College or the Precollege Summer Language Institute must pay a \$1,000 non-refundable deposit within a week of admission. No other payment is required before the program begins.

However, if a student accepts admission and pays the deposit, then subsequently wishes to decline their offer of admission, the student should decline as soon as possible, and **no later than May 25th**.

- Application Fees are nonrefundable.
- Enrollment deposits will be refunded only if a course or program is canceled, and the student chooses not to select another course or program in its place.

Requesting a Decline or Withdrawal

All students who submit an enrollment deposit will be registered at the University and must therefore file official decline or withdrawal requests with the Summer Session Office via email if they subsequently decide not to attend. **Verbally informing an instructor or any member of the Summer Session staff that you are withdrawing or failing to attend classes does not constitute an official withdrawal.** Approval of any withdrawal, including the date on which the withdrawal takes effect, must be certified by the Summer Session Office.

Withdrawal Financial Obligation Schedule

Summer College and Precollege Summer Language Institute students who begin the program, but decide to leave the program, will follow the financial obligation schedule below. These tuition schedules vary slightly based on the length of course. Please note all days refer to Monday through Friday **calendar** days of the course session, not class days. For example, the second day of a class meeting Monday, Wednesday, and Friday would be Tuesday of the first week of class.

3- and 5-week long course deadlines:

- Student withdraws after fifth calendar day of course - student is obligated to pay 50% of the original tuition amount
- Student withdraws after six to eight calendar days of program - student is obligated to pay 100% of original tuition amount
- Withdrawals on 9th day and after - student is obligated to pay 100% of original tuition amount, “W” appears on transcript

6-, 7- and 8-week long course deadlines:

- Student attends up to fifth calendar day of course, then withdraws - student is obligated to pay 50% of the original tuition amount
- Student attends first six to twenty days of program, then withdraws - student is obligated to pay 100% of original tuition amount
- Withdrawals on 21st day and after - student is obligated to pay 100% of original tuition amount, “W” appears on transcript

Arrangements to withdraw from a program must be made by contacting the Summer Session Office via email at summersession@uchicago.edu.

- Students who are **dismissed** from the program must pay the full billed program fee.
- Students who must leave the program due to **a medical or serious family situation** that prevents them from completing the program must contact summersession@uchicago.edu to discuss financial obligations.

Restrictions

Students with any outstanding tuition charges, penalties, fines, or fees will be restricted. Restricted students cannot request transcripts, access grades or instructor evaluations, use University facilities, or register for further courses at the University until the restriction has been lifted. Restrictions cannot be removed by the Summer Session Office; only the office that levied the restriction can lift it.

UChicago Summer Session
Gates-Blake 509
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