

SUMMER SESSION POLICIES

SUMMER 2018



THE UNIVERSITY OF CHICAGO
SUMMER SESSION

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ACADEMIC & CAMPUS POLICIES

Academic Honesty

As a Summer Session student, you are part of an academic community with high scholarly standards of which it is proud. The University community also holds certain fundamental ethical principles to which it is 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 of work of others as one's own. To do so is plagiarism or cheating, offenses punishable under the disciplinary system. Because these offenses undercut the distinctive moral and intellectual character of the University, we take them very seriously and punishments for them may include a failing grade in your course and dismissal from the program. Proper acknowledgement of another's ideas is expected, whether that use is by direct quotation or by paraphrase, however loose. Any questions regarding how to handle acknowledgments should be addressed to your instructor.

Course Requirements

Students must meet all academic requirements established by instructors. 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.

Course Changes (Add/Drop)

Because Summer Session courses are brief and very intensive, we strongly encourage students to consider their choices very carefully before they apply. Bear in mind that after the first few days of a course, you will have a very difficult time making up the material you will have missed in the course you are adding.

- **Summer Programs for High School Students:** Course changes in the Summer Quarter Undergraduate Course Offerings program must be made before the second class meeting of a three-week course, and before the third class meeting for longer courses. Course changes in the Immersion program must be made before the end of the second day of classes. High school students in other programs will only be allowed to add/drop once courses have begun under very special circumstances. If you need to discuss adding or dropping a course, email your name, student ID number, and relevant course numbers and titles to summer@uchicago.edu. All changes must be approved by the Summer Session program staff.
- **Visiting Students:** To add or drop courses, you must email your name, student ID number, and relevant course numbers and titles to summer@uchicago.edu.
- **UChicago Students:** To add or drop courses, you must email your name, student ID number, and relevant course numbers and titles to summer@uchicago.edu.

Students who wish to withdraw completely from the University must inform the Summer Session Office immediately via the appropriate email address listed above. Verbally informing an instructor or failing to attend classes does not constitute an official withdrawal, it is not the responsibility of course instructors to alert the Summer Session Office of students not attending class. Failure to request a course drop or withdrawal can lead to problems with your account that are harder to clear up as time goes by. See [Withdrawals and Refunds](#) in the Financial Policies section of this page for more information.

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. Students who complete summer courses and later matriculate in the undergraduate College at UChicago should 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, N, P, and W (or WP or WF). The numbered weight assigned to each letter grade for computation of grade point averages follows:

GRADE = VALUE	GRADE = VALUE	GRADE = VALUE
Other: I = Incomplete, N = No Credit, 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, 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.

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 summer@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 end of the 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 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 at summer@uchicago.edu. If permission is granted, the Summer Session Office will provide the student with an Incomplete Form to be filled out, signed by the instructor, and returned by the student to the Summer Session Office. This form will describe the student's arrangements with the instructor 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 one year). 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 on the Incomplete Form that another grade should be assigned in this eventuality.

Computing

Summer Session students will have access to the University's computing network, including the Internet and email, during the length of their program. All students are expected to abide by the University of Chicago's policy on information technology use and access. 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.

New technological advances have made it easier for individuals to acquire and distribute copyrighted materials, which is against federal law. 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. You may also be subject to further disciplinary action by the University and by the Summer Session staff. 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.

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.

The UChicago Card

The UChicago Card is an official 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 dormitory, libraries, dining hall, and other facilities. The card is not transferable and must be presented upon demand by a University official. A student is subject to disciplinary action if he or she fails to identify himself or herself adequately upon the request of a University official. Misuse of the card will result in its forfeiture and may be subject to disciplinary action. There is a \$25 charge to replace lost cards.

If you lose your UChicago Card, email lostcard@uchicago.edu or stop by the ID & Privileges Office during business hours to have it deactivated. Hours are M-Th 8:30 am-6 pm, Friday 8:30 am-5 pm, and Saturday 9 am-1 pm.

Students with Disabilities

Those who have been formally accepted into a Summer Session program 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.

SOCIAL POLICIES

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, in admissions, employment and access to programs, considers students on the basis of individual merit and without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status, and does not discriminate against members of protected classes under the law. The Affirmative Action Officer (773-702-5671) is the University official responsible for coordinating the University's adherence to this policy and the related federal, state and local laws and regulations (including Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act).

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](#).

Romantic relationships that might be appropriate in other contexts may, within a university, create the appearance or fact of an abuse of power or of undue advantage. Moreover, even when both parties have consented at the outset to a romantic involvement, such consent does not preclude a subsequent charge of sexual harassment against the instructor or supervisor.

Alcohol, Drugs, Prescription Medicines/Drugs, and Drug Paraphernalia

High School, Visiting, and UChicago students may not use, possess, distribute, solicit, assist in the acquisition of, transmit, traffic, manufacture or attempt to manufacture alcohol, illegal drugs, or drug paraphernalia at any time while a student in the Summer Session programs, whether on campus or off campus, even at a private gathering.

Furthermore, any students in the Summer Programs for High School Students who are found to possess, consume, distribute, or be in the presence of alcohol or controlled substances while participating in the program, unless in compliance with a doctor's prescription, will be subject to immediate dismissal from the program.

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 objects or means employed to induce results or effects similar to intoxication or impairment but which are not necessarily illegal, e.g., "whip-its," "bath salts," use of over-the-counter medicines for such purposes, asphyxiation and so on. In such cases where means are not illegal to have in possession, intent to use for purposes of intoxication or impairment will be the determining factor in dismissal.

Commuter students and students participating in off-campus programs are subject to the same restrictions and disciplinary measures for possession or use of alcohol or of controlled substances without a doctor's prescription.

All students will be expected to self-administer and self-manage their own medications, both prescription and over-the-counter. The Residential Program staff bears no responsibility in these matters. >

> Finally, the health and safety of our students remains our top priority. Summer Session students are expected to contact appropriate emergency personnel when an intoxicated/impaired person needs assistance. In case of medical emergency, students should call 911 for assistance by police, fire safety or medical professionals.

Fake ID

Any Summer Session student found to be in possession of a fake ID will have it confiscated, not to be returned, and disciplinary action will be taken against the student.

Smoking

Smoking and vaping is not permitted in University buildings, including all space in libraries, museums, coffee shops, and common areas of the residence halls. Students are not permitted to smoke or vape in residence hall rooms.

Firearms

Possession of firearms of any kind, explosives, or other dangerous objects or materials on the University campus or elsewhere on its property is prohibited. A student found to be in possession of such objects will be immediately dismissed from the program.

Activities and Events

Activities and trips away from campus are offered by the Summer Session Office and the Office of the Reynolds Club and Student Activities to program participants. Program staff attends these events. Students are advised on conduct, on arrival and departure times, and on their responsibilities. Failure to abide by these instructions will result in disciplinary action. Any students who miss a bus returning to campus or otherwise become separated from the group during one of these outings must contact the Residential Program staff to report their situation or they will be reported as missing persons and parents of minors will be advised after a reasonable length of time.

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. High school students who do not return to campus in time for curfew sign-in will be considered in violation of the curfew policy, and furthermore must contact the Residential Program staff to report their situation or they will be reported as missing persons and parents will be advised after a reasonable length of time.

RESIDENTIAL POLICIES

The Summer Session Residential Program seeks to serve the educational objectives of the University by offering a setting in which individual education is furthered. The intent of the following rules and regulations is to establish reasonable limits within which the greatest number of residents can work effectively and live pleasantly. 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 Residential Program staff, headed by the residential program director and supported by the assistant residential program director, lives with students in the residence hall and helps guide program participants in adjusting to the demands of college life. They are responsible for requiring compliance with all program policies and guidelines and will be an important resource to students. Either the Residential Director or the Assistant Residential Director is on call 24 hours a day and the front desk of the residence hall is also staffed 24 hours a day.

High School students who check out before the Saturday morning after their courses end must have a Curfew Release Form on file 24 hours in advance.

You should expect to be in class for the full scheduled time on the last day of classes and may move out any time after your last class.

When moving out of the dorm, students must remove all of their belongings, clean their rooms, and return their key cards to the front desk. Failure to leave the room as you found it may result in charges for repair of damages or room cleaning.

Behavior in the Residence Hall

The residence hall is intended to be 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 oral, directed against other residents, guests, or members of the residential staff. Any form of abusive, threatening, or harassing behavior will be considered grounds for serious disciplinary action.

Curfew

The safety and health of Summer Session students matters a great deal to our staff. The City of Chicago also has curfew laws which it strictly enforces. Accordingly, **high school students** have a curfew from 10 pm to 6 am Sunday through Thursday and from 11 pm to 6 am Friday and Saturday. This is not a “lights-out” policy, and students are not confined to their rooms during these hours. However, they are expected to be in the residence hall. This policy is a way of ensuring that students are present and accounted for and that they have a chance to “check in” with their RA every night. The program curfew is in force for all participants in the High School Programs, regardless of age. However, students who are 18 years of age or older may, as legal adults, sign themselves out for curfew after an initial meeting with the residential director to discuss the specifics of the 18+ curfew exception. Unless an of-age student signs out for curfew on a given night, s/he is still subject to curfew policies. Residential Visiting and UChicago Students who are under the age of 18 are also expected to follow curfew procedures.

The Curfew Policies and Procedures for students under the age of 18 require that each resident sign in with an RA during a 75-minute time window. Due to the large number of residents and the seriousness of the residential staff’s response in concern of a student who does not sign in by the curfew deadline, it is considered a curfew violation whenever a resident fails to sign in correctly, even if that resident was in the dormitory by the designated curfew time. The Residential Staff will ➤

> review strategies for successful curfew sign-in as well as all of the detailed curfew policies (beyond what is explained on this page) on the first night of the program. The detailed Curfew Policies and Procedures will also be posted throughout the dormitory.

Adhering to the curfew policy is the student's responsibility. While residential staff will take reasonable measures to ensure that students adhere to the curfew policy, once a student has been verified as being within the residence hall as the designated time, it cannot be guaranteed that the student will not subsequently choose to leave the residence hall area. Leaving the residence hall area during curfew hours, before or after signing in with the Residential Staff, is a violation of curfew.

Students under the age of 18 who violate or do not adhere to this policy are subject to restriction to the residence hall area after 7:30 pm for a designated period of time. In the event that a student is absent from the residence hall or floor as prescribed, the University Police, then City of Chicago Police, then the student's parents/guardian, in that order and after an appropriate interval of time, will be informed. Violations of the curfew policy can result in dismissal from the program.

Parents may give permission for their children to miss curfew if they will be accompanied by themselves or another adult who is not also a participant in the residential program. Parents should submit an online Curfew Release Form at least 24 hours prior to the requested release time. Students are still required to sign out at the front desk when they leave under the authority of a Curfew Release Form, and they must sign in upon return. During the specified release time, the University of Chicago does not assume responsibility for the student. 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 can request assistance. Please contact the [Summer Session office](#) directly. Students will not be asked to provide more information than is necessary. All inquiries will remain confidential.

Roommates, Room Assignments & Dining

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 dorms, not prior.

- High School Students are assigned to double rooms as available. However, students are sometimes placed in single rooms due to space constraints. All students are enrolled in the dining plan for 3 meals a day, 7 days a week.
- Visiting Students who choose to live in the dorms will be assigned double rooms, unless a single room is selected on the application. There is an additional fee for single rooms. All students are enrolled in the dining plan for 3 meals a day, 7 days a week.
- UChicago Students have the option to reside on-campus in the dormitories. Students who choose to do so will be assigned double rooms, unless a single room is selected on the application. There is an additional fee for single rooms. UChicago students also have the option of enrolling in a meal plan for 3 meals per day, 7 days a week. All students are enrolled in the dining plan for 3 meals a day, 7 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 pm until 6 am
- **Friday and Saturday:** Midnight until 9 am

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.

Automobiles

Commuter students are permitted to drive to and from campus but should be aware of the limited parking available. Students are not permitted to transport other students in their motor vehicles.

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 be dealt with severely under the disciplinary code.

Pets

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

Damage & Loss

Students will be assessed fees for any damage to their room or to the common spaces of the residence hall and for the replacement of lost key cards. Students who do not adequately clean their rooms before check-out will be assessed a cleaning fee which will be added to the student's bill. If these fees are not paid by the due date on the invoice, your status at the Registrar's Office will be restricted, and you will not be able to access grades or request transcripts. Collection action may also be taken.

Health & Safety

Students should not leave the residence hall areas alone after dark. Dormitory rooms should be locked at all times when you are absent or sleeping.

DISCIPLINARY PROCEDURES

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 Dean of Students in the Graham School of Continuing Liberal and Professional Studies, which oversees Summer Session. The dean, after consultation with the appropriate parties, including the student in question, will determine if a formal hearing is necessary. In these cases, the associate dean will convene a Disciplinary Committee. The matter will proceed to resolution consistent with the Disciplinary Procedures of the Graham School which will be made available to the student as soon as a decision to convene the committee has been made.

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 Graham School Dean of Students for disciplinary action.

The Dean of Students will consult with appropriate parties prior to rendering a disciplinary decision. Such decisions can include:

- 1. 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.
- 2. 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 Dean of Students 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 Dean of Students is final.
- 3. 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 Dean of Students 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.

FINANCIAL POLICIES

Billing

Summer Session Tuition Deposit: A required, nonrefundable \$500 deposit should be paid by the deadline in your acceptance letter and on your student confirmation form; this deposit will be credited towards your final balance. A month after your acceptance, you will be prompted to pay another \$500 deposit.

Neubauer Adelante Summer Scholars and **StarTalk** students (open to High School students only) receive full scholarships and do not need to submit a deposit.

All Programs (High School, Visiting, UChicago Students)

The Bursar's Office: Bills and payment information will be available through the student's myUChicago account. 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 of \$100 will be assessed. To contact the Bursar's Office, please email them at: bursar@lists.uchicago.edu. *Do not send any payment for tuition and fees to the Summer Session Office.*

Tools for managing your account:

- [Tuition Billing Dates](#) — College and Transfer Students, Tuition Billing Dates, 2018-2019
- [myUChicago](#) —View your account balance by logging in using your CNET ID and password
- [Electronic \(paperless\) billing](#) — Receive and manage your bill electronically.
- [Online payments](#) Make a payment from a United States bank account, or Sign up for Peer Transfer to make a payment from a non-U.S. bank account

Restrictions

Students with any outstanding penalties, fines, fees, or immunization noncompliance with the Student Care Center 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.

Refunds and Withdrawals

All students who submit a tuition deposit will be registered at the University and must therefore file official withdrawal requests with the Summer Session Office [via email](#) if they subsequently decide not to attend. Verbally informing an instructor that you are withdrawing or failing to attend classes does not constitute an official withdrawal. Students are still responsible for tuition and all other charges if they have not officially withdrawn. Approval of any withdrawal, including the date on which the withdrawal takes effect, must be certified by the Summer Session Office.

Please note the following refund policies:

- Housing and dining charges become final and binding on June 1, 2018 and cannot be refunded or reduced after this date.
- All fees (e.g., Application Fee, Student Life Fee) are nonrefundable.
- Tuition deposits will be refunded only if a course or program is cancelled, and the student chooses not to select another course or program in its stead.

Tuition refunds for each program are as follows:

Summer Quarter Undergraduate Course Offerings, open to High School, Visiting, and UChicago students dropping a Summer Undergraduate Course are eligible for a 100% tuition refund through the first class meeting. Please note all days refer to the class meetings and not calendar days. For example, the 2nd day of class for a class that meets on Mondays, Wednesdays and Fridays would be the Wednesday of the first week.

- **3 week long course deadlines:**

- 2nd day-100% refund
- 4th day-65% refund
- 5th day-50% refund
- 8th day-30% refund
- 9th day and after-no refund, "W" appears on transcript

- **4 week long course deadlines:**

- 3rd day-100% refund
- 6th day-65% refund
- 7th day-50% refund
- 9th day-30% refund
- 10th day and after-no refund, "W" appears on transcript

- **5 and 6 week long course deadlines:**

- 4th day-100% refund
- 8th day-65% refund
- 9th day-50% refund
- 14th day-30% refund
- 15th day and after-no refund, "W" appears on transcript

Arrangements to drop a course can only be made via email:

- Please email summer@uchicago.edu
- UChicago undergraduates wishing to drop a Summer Session course after the deadline (online add/drops via classes. uchicago.edu are no longer available after 6/12/17) should send an email to summer@uchicago.edu with their name as it appears on their student record, 8 digit UCID and the course codes of the courses they wish to add and/or drop. In the case of course drops, the date the email is sent is used as the effective drop date.

All students must email summer@uchicago.edu to request a drop.

- High school students should see Withdrawal and Refund information here: <https://summer.uchicago.edu/cost-aid-high-school>
- Undergraduate and Visiting students should see Withdrawal and Refund information here: <https://summer.uchicago.edu/cost-aid-undergraduate>

