

Summer Institute for Academic Advancement Policies

COURSE DESIGNATIONS

University School of Milwaukee's Summer Institute for Academic Advancement offers students focused opportunities to pursue the equivalent of semester-long classes during the summer. Courses are designed for students seeking an in-depth, quality experience. These courses will not assist students in recovering lost credits from a previous school year. Taking a course during the summer term can provide flexibility for students in future scheduling, or as they look to pursue a specific path of interest in their studies.

For USM students, grades earned during the summer term are included on their transcript and satisfy graduation requirements as indicated. Students from other schools will receive a USM transcript with the course name and grade that may be submitted with their college applications or to their high school for credit consideration. Those interested in receiving high school credit for their summer studies need to obtain approval from their high school prior to enrolling.

REGISTRATION AND PAYMENT

Registration will be available through USM's UltraCamp portal. The link to register can be found at www.usm.org/summer/institute. A nonrefundable deposit of \$150 is due at registration. Payment in full is required by May 11 to secure your spot. After May 11, refunds will not be issued.

Questions regarding tuition assistance can be directed to Mike Sweet, associate director of enrollment management.

COURSE CANCELLATION

If a course is canceled due to insufficient enrollment, students will be notified by May 1. A full refund will be issued.

HOMEWORK AND ASSESSMENTS

Students must consult the course syllabus to know when homework is due and when assessments will take place. In addition to their studies in the classroom, students can expect to study two to four hours outside of the classroom each day.

If a student needs to complete make-up work as a result of an excused absence, due dates for all assignments and assessments will remain the same. A student must bring in their completed work for both the day of their absence and the day of their return.

GRADES AND COMMENTS

Course grades and comments will be released approximately one week following the conclusion of each course.

BOOKS, SUPPLIES, TECHNOLOGY

Students need to bring notetaking materials. For some courses, students will be asked to pick up their book(s) or other materials the week before the course begins. Information regarding supply pick-up will be emailed in June. Any specific technology requirements for a course will be shared by the course instructor prior to the first class meeting.

ATTENDANCE

Students must approach their summer studies as they would during the school year and arrive to class on time. If a student is tardy or absent from a class, the following policies apply.

Tardiness: Students arriving five minutes after their class begins will be marked tardy. If a student receives two tardies, he or she will receive an absence.

Absences: As one day of summer study is the equivalent of almost one week during the school year, students must attend every class. Students are allowed one excused absence for a three-week course in the event of an emergency. Additional absences may result in an incomplete and no refund will be issued.

Students may not be excused from class to attend sports practices, routine doctor's appointments, social engagements, or other commitments. It is the student's responsibility to attend each class.

If a class is rescheduled due to teacher illness, the make-up class will take place on one of the three Fridays during the original time of 8:30 a.m.-12:30 p.m. Information will be shared by the instructor when planning the makeup date.

By signing up for a course, students have committed to being available during the course's scheduled dates, with no anticipated conflicting commitments.

STUDENT BEHAVIOR

The following code of conduct will apply to students enrolled in summer courses: *We, the members of the University School community, commit to and practice the Common Trust: We agree to relate to one another and the school with respect, trust, honesty, fairness, and kindness.* USM expects appropriate student behavior. If a student behaves in an inappropriate manner or engages in academic misconduct, they will be removed from the program, receive an incomplete, and no refund will be issued.

