College Bridge Student & Parent Policies Handbook

Dear UChicago College Bridge student,

Congratulations on your acceptance! We are thrilled that you have elected to join an exceptional group of fellow students who will come together to share their ideas, enthusiasm, and curiosity in UChicago classrooms this year. The academic environment at the University of Chicago is uniquely crafted to challenge you, and inspire you to reach your fullest intellectual potential. This document contains important information you need to know to prepare yourself to attend College Bridge, and outlines the academic and community standards we expect all participants to adhere to. If you have any questions, please email us at summersession@uchicago.edu. We look forward to a great year!

Academic Year 2021-2022 and COVID-19

Given the continued uncertainty related to the COVID-19 outbreak and its effects on teaching and learning, please be aware that instructional modalities may change in response to university, city, county, or state policy changes. Instruction of in-person courses may shift to fully or partially remote modalities in the event of COVID-related campus closures.

COVID-19 and In-Person Course Requirements: COVID-19 Vaccination Requirement

Starting with Autumn Quarter 2021, the University of Chicago is implementing COVID-19 vaccination-related requirements for students participating in courses on campus. Further information is available below and additional details can be found in the corresponding announcements for students and in the University’s Vaccination FAQs. Any COVID-19 vaccine authorized for use by the United States Food and Drug Administration (FDA) or by the World Health Organization (WHO) will be accepted.

Vaccination Status Confirmation

All University students participating in courses on campus should upload proof of their COVID-19 vaccination in the University’s registry by September 1.

To upload your COVID-19 vaccination documentation, please follow these steps:

- Once you have set up your CNET ID and have been enrolled in your course, go to my.WellnessPortal, the secure, HIPAA-compliant medical records system for UChicago Student Wellness. UChicago Student Wellness is coordinating the University-wide vaccination registry process.
• Upload a photo of your vaccine card or screenshot/copy of your electronic medical record showing that you have been vaccinated. Your documentation must include all relevant information in English and must clearly state the vaccine manufacturer and date(s) each dose was administered.

This guide provides step-by-step instructions for submitting your documentation. After uploading your documentation, your status in the my.WellnessPortal will change to “Awaiting Review” until your record has been verified. Documentation typically takes 14 business days to review. If further action is required, you will receive a secure message in the portal as well as an email to your uchicago.edu address with further instructions.

Once your documentation has been verified and approved, your status will change to “Compliant,” and you will have fulfilled the University’s COVID-19 vaccination requirement.

Masking Requirements

Note that all COVID protocols are subject to change; please visit goforward.uchicago.edu for the most up-to-date information. The following is the current status of COVID protocols as of August 2021.

• **Indoors** – Unvaccinated and fully vaccinated individuals are required to wear a face covering over the nose and the mouth at all times while in University buildings, with the following limited exceptions:
  • **Eating and Drinking** – A fully vaccinated individual may remove their face coverings to eat or drink. An unvaccinated individual may remove their face coverings to eat or drink so long as they maintain 6 feet of social distance from others.

• **Outdoors** – Masking is not required for people who are outdoors on campus grounds, though face coverings may still be required at certain outdoor events and programming.

Members of the community might choose to wear a mask outdoors or in other situations in which masks are not required, regardless of vaccination status or level of transmission, for various reasons.

Social Distancing

• **Outdoors** – Social distancing restrictions, including capacity and density restrictions, are no longer in effect for outdoor spaces.

• **Indoors** – Social distancing restrictions are being lifted for indoor spaces as well in the University’s Hyde Park campus and other Chicago area facilities.

• **Dining** – Unvaccinated individuals should maintain at least 6 feet distance while eating or drinking indoors; distancing restrictions are no longer in effect for vaccinated individuals while eating or drinking indoors.

• **Moving and Gathering** – Members of the University community are encouraged to move with purpose in common and congregate areas with large groups of people.
Self-Monitoring

Anyone coming to campus is expected to self-monitor for symptoms and stay home if you have potentially been exposed to COVID-19 or have had any symptoms, including:

- Cough
- Runny or stuffy nose
- Shortness of breath
- Headache
- Fever
- Difficulty breathing
- Chills
- Body aches
- Sore throat
- Nausea, vomiting or diarrhea
- New loss of taste or smell

COVID-19 Exposure

Individuals who are symptomatic or have tested positive for COVID-19 should not come to campus for at least 10 days since the symptoms first appeared AND 24 hours have passed since resolution of fever without the use of fever-reducing medications and other symptoms have improved.

Additional guidance, including directives for individuals who have been informed by the University and/or a medical or public health entity or have reason to believe that they had close contact with a COVID-19 positive person, is available in the Protocol for COVID-19 Exposures.

COVID-19 Case Reporting

According to the protocol, any University community member who has a confirmed case, symptoms, or exposure must promptly self-report via C19HealthReport@uchicago.edu.

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 College expects 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.

Conduct involving possible violation of the University’s standards for academic integrity may require the
Dean of Students in the College to convene the College Area Disciplinary Committee. For more
information on this system, please see the Student Manual of University Policies & Regulations (“Area
Disciplinary Systems”).

For more information on policies for Student Conduct in the College, please visit
https://college.uchicago.edu/advising/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. Participation in
class sessions refers to both remote and in-person courses’ synchronous participation as well as
asynchronous activities, such as viewing pre-recorded lectures, which is tracked in the course’s Canvas
site.

Instructors and TAs understand that students might encounter connectivity issues or other problems
that prevent them from participating in a particular class session, and would not count something
beyond your control against you. Students who become unable to participate due to connectivity issues,
ilness, or other unavoidable circumstances should inform their instructor as soon as possible via email.
Only enrolled students are allowed to participate in class sessions. Parents or other household members
are not allowed to listen in on or attend 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 Credit

Only the college or university you attend for your undergraduate degree can determine the acceptability
of courses for transfer credit according to its own policies. College Bridge students who complete
courses and later matriculate in the undergraduate College at UChicago cannot apply credits earned in
the program towards graduation.

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.

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 in the case of in-person exams) 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. 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 not automatically transfer.

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. Dr. Collier also serves as the University’s Title IX Coordinator, Affirmative Action Officer, and Section 504/ADA Coordinator. You may contact Dr. 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 Parent and Student Handbook 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 UChicago courses will be required to complete an online training about Title IX policies before their program begins. Students will be sent information via email with links to the online training.

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.

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.

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, College Bridge 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.

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. Students are not permitted to be in possession of smoking or e-cigarette paraphernalia in the residence hall.
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.

Financial Policies

College Bridge students who owe tuition will be billed through the Bursar’s Office at UChicago. 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 billing schedules, please visit the Office of the Bursar at bursar.uchicago.edu or contact bursar@uchicago.edu.

Additional Notes for Remote Learning

Should classes move to remote learning, the following information will apply.

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.

Computing for Remote Courses

Students enrolled in remote courses 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. 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.