



Summer Institute for Academic Advancement Policies

High School Course Designation

University School of Milwaukee's Summer Institute for Academic Advancement offers students focused opportunities to pursue the equivalent of semester- and year-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.

For USM students, grades earned during the summer are included on their USM transcript. 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. If additional information is needed, please contact the Auxiliary Programs Office for assistance at 414.540.3350.

Course Cancellation

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

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 and two excused absences for a six-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.

By signing up for a course, you have committed to being available during the course's scheduled dates as you have no anticipated conflicting commitments. If you have other plans that will interfere with full attendance, please notify the Auxiliary Programs Office at 414.540.3350.

Student Behavior

The following code of conduct will apply to students enrolled in summer courses: *We, the members of the University School community, accept 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, he or she will be removed from the program, receive an incomplete, and no 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 his or her completed work for both the day of his or her absence and the day of his or her return.

Evaluations (Grades and Comments)

All students will receive written comments and grades in mid-August once all courses are complete.

Supplies and Books

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. The tuition covers the cost of books, art supplies, and lab supplies.

Technology

Consult the 1:1 Program (Technology) tile on the myUSM resources page for more information on the Upper School Technology requirements.