

**ST. OLAF COLLEGE UPWARD BOUND  
STUDENT RESPONSIBILITIES POLICY**

When a student is admitted to the St. Olaf Upward Bound program (UB), s/he agrees to participate in a partnership with parent/guardian(s), teachers, school administrators and the Upward Bound staff.

**EACH STUDENT MUST COMPLETE AN ACCEPTANCE PACKET AND AGREE TO THE FOLLOWING:**

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| <ul style="list-style-type: none"> <li>• Register for a college preparatory sequence each year.</li> <li>• Seek assistance from Upward Bound staff in planning course registration.</li> <li>• Meet monthly with UB Academic Advisor.</li> <li>• Complete monthly Teacher Feedback forms or grade reports, if applicable.</li> <li>• Complete at least the minimum requirements to be on track for graduation each year.</li> <li>• Work to maintain at least a "C" average and make adequate yearly progress (pass each grade), and once achieving a "C", continue to improve. Grades lower than a "C-" will trigger placement of a student on a grade goal or contract.</li> <li>• Attend weekly tutoring sessions and have a minimum of 85% attendance (this means only 4 missed tutorials per year, no more than 1 every 2 months).</li> <li>• Attend all scheduled Upward Bound meetings.</li> <li>• Complete all Upward Bound monthly assignments by the assigned due dates.</li> <li>• Complete and turn-in letters to mentors by assigned due dates.</li> </ul> | <ul style="list-style-type: none"> <li>• Complete Health and Consent forms annually, typically prior to the Summer Program.</li> <li>• Complete the year-long Postsecondary Exploration planning and application process, beginning with the Summer Program of a student's pre-senior year.</li> <li>• Attend and complete the Upward Bound Summer Program annually.</li> <li>• Attend all required Upward Bound Activities/Seminars during the academic year.</li> <li>• Abide by St. Olaf College and Upward Bound rules during the academic year and Summer Program.</li> <li>• Notify Upward Bound staff of changes in your phone number or address.</li> <li>• Plan to <b>immediately</b> enroll in postsecondary education for the fall semester following high school graduation (student cannot take a gap year).</li> <li>• Maintain a positive, courteous and respectful attitude toward other students, staff (UB and school) and self.</li> <li>• Complete any other requirements as requested by the Director.</li> </ul> |
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**INTERVENTION**

If an Upward Bound student fails to meet all policy requirements, the student **must** meet with Upward Bound staff in order to solve the problem and get back on track. Students will be expected to negotiate a Monthly Academic Goals (MAG), Student Weekly Academic Goals (SWAG) or contract with Upward Bound staff in order to improve performance. MAGs, SWAGs, and contracts will have specific goals for students to meet.

**PROBATION**

If an Upward Bound student fails to complete goal or intervention contracts, the Upward Bound staff will put this student on **probation**. This is the last chance to show an academic or behavior change before the student is dropped from the UB program. Once on probation, the following will occur:

- Student must meet all probationary requirements to be in good standing.
- Student is not eligible to receive stipend payments.
- Parent/guardian(s) will be informed.

**GOOD STANDING**

Once a student has returned to good standing from probationary status, any policy infraction may immediately return that student to probation.

I have read, understand, accept and agree to the conditions of this policy. I also understand that failure to meet the conditions of this policy may result in termination from the St. Olaf Upward Bound program, or may trigger a student contract.

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Print Student Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Parent(s)/Guardian(s) Name

\_\_\_\_\_

Parent(s)/Guardian(s) Signature

\_\_\_\_\_

Date

St. Olaf College Upward Bound is a TRIO/Educational Opportunity Program sponsored by the Education Department in the Social and Applied Sciences Division of the College. Upward Bound is funded by the United States Department of Education and St. Olaf College. St. Olaf College Upward Bound is an equal opportunity employer and educator.

St. Olaf Upward Bound participates in the Summer Food Service Program for Children, available to all children without regard to race, color, national origin, sex, age or handicap. Any person who believes he or she has been treated unfairly in receiving food services because of discrimination should write immediately to the Secretary of Agriculture, Washington, DC 20250.