As a contracted, active participant in TRIO Student Support Services (SSS) program, I am committed to my education. To gain the full benefits of the program, I make a commitment to my academic goals and the assistance provided. I understand that being in the TRIO SSS program is a privilege. The program staff will assist me wherever possible, but I am in charge of my future. I am ultimately responsible for my academic progress. As such, I agree to the following:

My initial in the space provided indicates acceptance.

____ I understand that my individual performance impacts the entire program, including the availability of services for future TRIO students. I understand the importance of reaching my certificate or degree in three years or less.

____ I understand and agree that if I fail to meet any requirement of the TRIO SSS program, the Director has the option to terminate my program participation.

____ I am obligated to participate fully in the TRIO SSS program in accordance with my needs and the services offered.

Activities Related to Academic Preparation:

____ I will strive to maintain to be in good standing enrolled in at least 6 credit hours each semester at Ivy Tech Fort Wayne until I receive my certificate or degree. Summer semesters are strongly encouraged but not mandatory. Good standing is defined as a GPA of 2.0 or higher and the completion of at least 67% of attempted coursework.

____ I agree to develop an individualized TRIO Student Education Plan with program staff and implement it to the best of my ability.

____ I agree to notify TRIO SSS before withdrawal from classes or transfer from Ivy Tech. I also agree to inform the program of any change in major or other change that impacts my TRIO Student Education Plan.

____ I agree to participate in the educational process by proactively using all available academic supports and:
   ① attending all classes
   ② making contacts in class
   ③ sitting in the front two rows
   ④ completing homework on time

____ If any member of the TRIO staff or other Ivy Tech employee evidences concern with my current semester performance, I will abide by all program recommendations to the best of my ability.
Activities Related to Program Participation:

_____ I agree to be in contact with TRIO SSS program staff every two weeks. Communication can include appointments, walk-ins, calls, texts, email, or program social media. This requirement includes break periods and summer semesters.

_____ I agree to attend at least two (2) TRIO SSS enrichment activities per semester, including but not limited to seminars, advising sessions, TRIO Leadership Council events, or tutoring services.

_____ I agree to notify TRIO SSS (in addition to Ivy Tech) of any changes in name, address, email, or phone numbers. Our systems do NOT update just because you changed information with the college.

_____ I agree to check my College email account at least 2 – 3 times per week.

_____ I agree to accept TRIO’s IvyLearn invitation and make use of the resources available TRIO Leadership Council’s IvyLife organization and invite and visit the group’s page at least once a month.

_____ I agree to consider participating in TRIO Leadership Council.

Acknowledgement and Acceptance of All Student Responsibilities:

_____ I understand and agree that the following list of requirements govern my probationary period with TRIO Student Support Services:

The following provisions in this contract are to be completed no later than _______________________

☐ Complete the ETS SuccessNavigator® at today’s contracting session.

☐ Compete a free Traitify account and complete the assessment: https://ivytech.traitify.com

_Traitify is a scientifically-backed, visual personality assessment that requires less than 2 minutes._

☐ Next, meet with Career Development, complete an Indiana Career Explorer assessment, and bring the results of both Traitify and ICE to the TRIO office.

The following provisions in this contract are to be completed no later than _______________________

Permanent status with the program can be considered before this date if all tasks are complete.

☐ Complete the Clifton StrengthsQuest by appointment with a pre-paid code provided by TRIO.

☐ Complete the TRIO Student Financial Aid Worksheet. _Do not hesitate to seek assistance with this!_

☐ Apply for the Ivy Tech general scholarship. Ask a TRIO Support Specialist for help if needed.
☐ Attend at least one (1) TRIO Seminar. Particular TRIO Seminars may be recommended by TRIO staff in accordance to assessments.

☐ Create a free CashCourse account and access at least two (2) recommended courses: https://www.cashcourse.org/Registration. CashCourse is a free, noncommercial online financial education resource to use with your students. The program helps students build the financial skills they need to get through school and to prepare for the future.

☐ Meet with TRIO Coordinator to review my TRIO Student Education Plan at my 30-day appointment.

If I cannot meet the requirements listed above by the date indicated, I may contact the office for a 15-30 day extension, provided I have made adequate progress. Should I fail to meet these requirements in a timely fashion, I understand that I may be removed from the TRIO SSS program and become ineligible for services.

Student Signature: ____________________________ Date: __________________

TRIO SSS Administrative Staff Signature: ____________________________ Date: _________________

As of __________________________, student has adequately met the provisions of this contract. Effective immediately, he or she is awarded permanent status in the TRIO Student Support Services program.

Student Signature: ____________________________ Date: __________________

TRIO SSS Administrative Staff Signature: ____________________________ Date: _________________