



IVY TECH COMMUNITY COLLEGE FORT WAYNE
TRIO STUDENT SUPPORT SERVICES

Contract

Student Name: _____ College ID: _____

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	③ sitting in the front two rows (when applicable)
② connect with a peer in each class (when applicable)	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, virtual meetings, 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, virtual programming, 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 **LASSI (Learning and Study Strategies Inventory)** at today's contracting session.
- Complete a free **Traitify** account and complete the assessment at today's contracting session: <https://ivytech.traotify.com> *Traitify is a scientifically-backed, visual personality assessment that requires less than 2 minutes.*
- Complete the "**Ivy Career Strong**" 10-minute assessment, which is derived from the "Super Strong Assessment" and is one of the most widely used career tools. It can be completed through the link in our Ivy Learn course, or by visiting <https://link.ivytech.edu/ics> . After completion, meet with Career Coaching & Employer Connections (CCEC) and make sure to tell them that you are a TRIO student. They will discuss results with you and you will provide a copy for your reference and will notify us of your completion.

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. Appointment can be requested by filling out appointment request form: <https://link.ivytech.edu/trio1on1>

- Complete the **TRIO Student Financial Aid Worksheet** by appointment with our Program Specialist. Appointment can be requested by filling out appointment request form: <https://link.ivytech.edu/trio1on1>
- Create a free **CashCourse** account and access at least three (3) 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.
- Apply for the **Ivy Tech General Scholarship** in My Ivy. Ask a TRIO Support Specialist for help if needed. Submit the “Ivy Tech General Scholarship Completion Page” in IvyLearn once completed.
- Attend at least one (1) **TRIO Seminar or Seminar Recording**. Virtual seminar recordings are offered in our IvyLearn portal. If attending a recorded, virtual seminar, submit the “Seminar Feedback” assignment form within IvyLearn to confirm attendance.
- Visit the **TRIO Resource Center** during drop-in hours (see schedule) and introduce yourself to a TRIO Support Specialist. This can be an in-person or virtual drop-in!
- Meet with TRIO Coordinator to review my TRIO Student Education Plan at my 30-day appointment. Appointment can be requested by filling out appointment request form: <https://link.ivytech.edu/trio1on1>
Or, contact the TRIO (virtual) front office by calling or texting 260-782-4777.

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: _____