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. Full participation entails a minimum number of mandatory activities, some related to my academic preparation and some related to my involvement in the program.

Activities Related to Academic Preparation:

I will remain a student in good standing enrolled in at least 6 credit hours each semester at Ivy Tech-Northeast until I receive my certificate or degree. Summer semesters are 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, phone, email, or Facebook. This requirement includes break periods and summer semesters.

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

I agree to notify TRIO SSS (in addition to Ivy Tech) of any changes in name, address, email, or phone numbers.

I agree to check my College email account at least once a week. I also agree to review the TRIO’s SSS Blackboard organization at least once a month.
Acknowledgement and Acceptance of All Student Responsibilities:

____ I understand and agree that the following list of requirements govern my probationary period with TRIO SSS:

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.

☐ Ensure degree / concentration is up-to-date in College records

☐ Complete the Learning and Study Strategies Inventory (LASSI) and Index of Learning Styles (ILS) with a TRIO Tutor at my convenience.

This student received an explanation of the assessment results.

Signature of TRIO Tutor: _______________________________

☐ Complete a TRIO Blackboard organization tutorial and Campus Connect tutorial with a TRIO Tutor.

Signature of TRIO Tutor: _______________________________

☐ Submit at least two (2) newsletter quizzes.

☐ Complete the TRIO Seminar Series I in Blackboard.

☐ Meet with Career Development, complete an Indiana Career Explorer assessment and bring my results to TRIO.

☐ Apply for one scholarship.

☐ Utilize TRIO tutoring at least twice. This does not include the assessments and tutorials listed above.

☐ Meet with my program of study advisor at least one time.

☐ Provide TRIO early warning cards to each of my instructors for the current or upcoming semester and participate in any TRIO early warning systems.

If I cannot meet the requirements listed above by the date indicated, I may contact the office for a 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 Director 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 Staff Signature: _______________________________       Date: ______________________

TRIO SSS Director Signature: ___________________________         Date: _____________________

The TRIO Student Support Services program is federally funded by the U.S. Department of Education (at $231,103 annually) to serve 160 students with support from Ivy Tech Community College Northeast.