

College Assistance Migrant Program - Edinburg

Student Participation Agreement

Student Code of Conduct and Student Responsibilities

(Revised August 2015)

It is the responsibility of all CAMP staff to provide a positive and caring environment for all CAMP students and to promote open communication between students, faculty, staff, and administration. Students are encouraged to speak with a CAMP staff member if a conflict arises.

CAMP reserves the right to dismiss students who are not functioning effectively or cooperatively within the program. Dismissed students have the right to submit a written appeal along with supporting documentation to the Executive Director for College Access Outreach Programs located at Emilia Hall 1.101.

CAMP is a drug-free/alcohol-free program. Violations of the University's alcohol and drug regulations are subject to withdrawal from the program.

Student Responsibilities

Student responsibilities include, but are not limited to the following:

- Silence cell phones while attending CAMP tutoring & life skills.
- Attend and participate in CAMP scheduled activities.
- Maintain proper behavior and attitude.
- Follow all CAMP and University rules and regulations.
- Maintain a 2.0 GPA or better per semester.
- Represent CAMP/UTRGV positively by exemplary citizenship on campus and during fieldtrips.
- Maintain full-time enrollment student status (12+ credit hours).
- Complete an exit evaluation at the end of the academic year.
- Abide by all housing rules and regulations if staying in the University Dorms.

Student Expectations

- Students are responsible for making their academic experience a positive one.
- Students are responsible for their own actions/inactions.
- Students should always give their best effort in meeting their academic and personal responsibilities.
- Students are expected to participate in as many activities and events as possible to fully benefit from the program.
- Students are encouraged to meet with their professors on a regular basis.
- Students are required to inform CAMP staff of any changes with their class schedule, telephone and address changes.
- Students are expected to keep appointments with the CAMP staff and tutors. If unable to keep scheduled appointments, students will be expected to notify CAMP staff at the earliest possible date.
- Students are encouraged to inform CAMP staff if personal needs are not being met.

Student Initials: _____

Disciplinary Action Plan and Stipend Policy

The following are the key components of the College Assistance Migrant Program (CAMP) – Edinburg Stipend and Disciplinary Action Plan.

CAMP Students in “Good Standing”

CAMP students are considered in “good standing” if they meet the following criteria:

- Maintain attendance requirements for the Tutoring Component.
- Maintain “UTPA satisfactory academic progress”.
- Attend required Life Skills Sessions (1st and 2nd semester).
- Complete required Career Exploration Sessions and Tasks.
- Complete Individual Educational Plan (1st Semester).
- Meet with the Academic Advisor for required Academic Advisement (at least twice a semester).
- Participate in at least three (3) scheduled social/cultural events sanctioned by CAMP.
- Attend a minimum of 80% of the monthly CAMP meetings.
- Maintain an overall participation of 80% in all the component areas.

Disciplinary Process and Action Plan

Students who are not in “good standing” with CAMP and/or students who are referred to the CAMP Director because of disciplinary reasons will follow the following disciplinary process in order to determine an action plan and/or consequences:

1st Warning – If a student is not in “good standing” with the CAMP Program or is referred because of disciplinary reasons, the CAMP Director will schedule a student conference to discuss the reason for absences, lack of satisfactory progress and/or inappropriate behavior (if warranted, other CAMP staff may also be present). An appropriate plan of action will be discussed and will be evaluated after a 2-week period from the time of his/her 1st warning.

2nd Warning – If a student has not followed the plan of action agreed to at the first meeting with the CAMP Director, the student will be placed on “CAMP probationary status” and will be required to comply with probationary contract terms.

3rd Warning – Non-compliance with terms of probationary contract may result in immediate dismissal from CAMP. **If a dorm student is dismissed, he/she will be responsible for any and all applicable University housing fees and penalties.**

* Note: This policy is subject to change; students are responsible for knowing and understanding policy.

Student Initials: _____

Disciplinary Action Plan and Stipend Policy (Continued)

Life Skills Seminar Make-Up Sessions will be provided based upon the following criteria:

1. The student calls in before missing the session or email staff before missing a session (unless some proof exists that this was not possible – Medical excuse, car accident, etc.)
2. The absence is approved by the facilitator for that session.
3. An appointment to makeup the absence is made within 1 week from the date of the missed session.

NOTE: You will be allowed to make up two sessions of the Life Skills Seminar per semester.

Tutoring Hours:

1. It is the student's responsibility to inquire about any Tutoring Hour Deficiencies.
2. Normally, Tutoring Hours will be calculated for the next monthly stipend on the designated final Thursday or Friday of each month.
3. Students are expected to complete all mandatory tutoring hours on a weekly basis. If a student has a valid reason for not completing their tutoring hours on a weekly basis AND obtains approval from the tutoring staff, he/she will be allowed to complete tutoring hours that have been missed within the month by the designated final Thursday or Friday.
4. If the Academic Advisor determines that tutoring deficiencies are not being cleared up and a student is no longer in "good standing" with the CAMP program, he/she will be referred to the CAMP Director for disciplinary action.

Calculating Required Tutoring Hours

Tutorial Hours

All CAMP students will be required to attend CAMP tutoring according to the following tutoring plans. The Academic Career Advisor along with the assigned tutor will evaluate each individual's course schedule to determine the required tutorial hours per month.

1. Tutoring Plans

CAMP students will be assigned a tutoring plan based on an evaluation of their academic preparation by the Academic Advisor.

Tutoring Plan #1: (20 hours of tutoring per month or 5 hours per week)

Fall Semester – CAMP Students who are TSI Affected.

Spring Semester – CAMP Students who are TSI Affected **OR** Not in good standing for the Fall **OR** have not passed 12 Credits for the Fall Semester.

Tutoring Plan #2: (16 hours per month or 4 hours per week)

Fall Semester – CAMP Students who are THEA Exempt or TSI Complete

Spring Semester – CAMP Students who are TSI Complete **AND** have obtained a 2.0 – 2.99 GPA for the Fall Semester **AND** have passed at least 12 Credits for the Fall Semester

Tutoring Plan # 3: (12 hours per month or 3 hours per week)

Fall Semester – (For Spring Semester Only)

Spring Semester – CAMP Students who are THEA Exempt or TSI Complete **AND** have obtained a 3.00 GPA or higher for the Fall Semester **AND** have passed at least 12 Credits for the Fall Semester.

OR Internship/Mentorship- Students can opt to complete a 4 hour a week internship/mentorship component for the Spring semester if the above criteria is met.

Student Initials: _____

Disciplinary Action Plan and Stipend Policy (Continued)

2. Tutorial Credit

It is the responsibility of each student to sign-in and out of the CAMP Tutoring area every time he/she attends tutoring. Sign-in sheet print outs will be given to the Academic Advisor at the end of each week and will be entered into the student database to keep record of student attendance.

3. CAMP Computer Lab

Only time used in the computer lab for academic purposes will be credited to students and included in the required weekly tutorial hours. E-mailing and surfing the Internet for non-academic purposes will not be included as tutorial hours.

4. Additional Tutorial Hours

- a. Hours completed in the University's Learning Assistance Center are encouraged and accepted.
- b. Designated review sessions with Tutors / Mentors.
- c. Projects for the Learning Framework Course (UNIV 1301) as approved by instructor.
- d. Designated library research as approved by Academic Advisor/Tutor.

Note: All additional tutorial hours must receive prior approval from the Academic Advisor and with proper documentation.

5. Making up Tutorial Hour Deficiencies

It is the student's responsibility to inquire about any Tutoring Hour Deficiencies.

Students are expected to complete all mandatory tutoring hours on a weekly basis. If a student has a valid reason for not completing their tutoring hours on a weekly basis AND obtains approval from the Academic Advisor / Tutor, he / she will be allowed to complete mandatory tutoring hours that have been missed within the month by the designated Thursday or Friday of that month.

NOTE: Normally, tutoring hours will be calculated for each monthly stipend on the last Friday of each month.

Student Stipend Policy

A student stipend (check) will be distributed in monthly installments only to eligible students "in good standing".

I have read the CAMP Disciplinary Action Plan and Student Stipend Policy and understand that if eligible, I will only receive a monthly stipend if I am considered "in good standing" in the CAMP program. I further understand that all financial aid assistance from the College Assistance Migrant Program – Edinburg will be supplemental to my overall financial aid package from The University of Texas Rio Grande Valley Edinburg and will be limited by the Cost of Attendance budget established by The University of Texas Rio Grande Valley Student Financial Services Office.

Student Initials: _____

CAMP Computer Use Policy

1. The normal hours for the CAMP Computer Lab will be from 8:00 am – 5:00 pm; however, the CAMP Computer Lab will only be open at a time when a CAMP staff member is available to supervise its use. Otherwise, the CAMP Computer Lab may be locked and unavailable for student use.
2. The CAMP Computer Lab equipment was purchased with federal government funds specifically for the use by current CAMP students, or CAMP alumni. Therefore, current CAMP students, have first priority for the use of these computers. Other students, who are not associated with the CAMP program but are receiving services under a discretionary federal grant project, are allowed to use the CAMP Computer Lab as space permits once all current CAMP students have completed their work in the lab.
3. Students may be assigned to work on a computer in the computer lab by their assigned tutor or mentor. Students must sign-in and sign-out in the computer posted in the front office each time they arrive in the CAMP Center.
4. The equipment and software in the CAMP Computer Lab, such as hard drives, keyboards, monitors, and pointing devices are the property of UTRGV and must be handled properly. Pounding, striking, or any other type of abuse will not be tolerated. Vandalism and theft of equipment or software will be punished to the full extent of the law.
5. Food and drinks of any kind are strictly prohibited in the CAMP Computer Lab. Any person who violates this rule and consequently damages equipment or software will be financially responsible for that damage.
6. No student may alter, change, modify or delete any settings or software in the computers. Only trained staff is authorized to make any changes to computer settings or software. Violation of this restriction will result in suspension of Computer Lab privileges.
7. Users must report any malfunction that they notice at the time they are attempting to use the equipment. Failure to do so may make the person using the computer responsible for the malfunction.
8. Students who use the Internet will be held accountable for accessing unacceptable sites that may be offensive to others (includes sites with pornography, nudity or violent acts towards others). Violation of this restriction may lead to dismissal from the program. Monitoring of Internet users and sites visited will be done daily.
9. Students are to log off from their account when work is complete but should not turn off CAMP Lab computers.

Student Initials: _____

CAMP Academic Resource Use Policy

CAMP Academic Resources (calculators, tape recorders, laptops, headphones, etc.) will be checked out to current CAMP students and as a second priority to CAMP alumni.

CAMP Academic Resources checked out from the CAMP Center will be subject to the following rules and consequences:

Long Term Use

- 1) If an Academic Resource is checked out for an extended amount of time (not to exceed 1 week), it must be returned by the stated date and/or time stated on the Academic Resource Agreement.
- 2) If an item (with all accessories) is not returned by the student on the stated date and/or time, a police report will be filed.

Overnight Use

- 1) Items being checked out overnight or for off-campus use will need another form to fill out.

I have read and understand the CAMP Code of Conduct and my responsibilities as a participant in the College Assistance Migrant Program - Edinburg; the Disciplinary Action Plan and Stipend Policy; and the Computer and Academic Resource Use policy. I agree to abide by all of the CAMP requirements.

Student Signature

Date

Witness Signature

Date