

# Student Handbook



**EOP Pre–**

**College**

**Division**

**Marquette University**

## **Dear EOP Pre-College Family**

Welcome to the College Bound the summer and continuing into the fall makes available for every student a activities, providing students many enrich their life experiences, make other, and move closer to fulfilling those life that makes a difference. We wish each of you much curiosity, discovery, growth, and fun.



Programs (UBC, UBMS and ETS). During and spring, the Pre-College Division range of academic, social, and cultural opportunities to improve their grades, connections, support and respect each dreams of a college education and of a

The EOP Pre-College Division Student Handbook provides information on activities, your responsibilities, rules and regulations, and expectations for student participation and conduct. The EOP pre-college staff expects each student to read and review carefully the information provided. Students should consult an Upward Bound Counselor with any questions you may have. Additional regulations and rules may apply.

You are a member of one of the oldest and most successful TRIO programs in the country. Our programming and outreach have been nationally recognized as models of excellence. Our number one goal is to foster the academic and personal growth of students, leading to college enrollment and success. We also value the contributions you will make in life. We strive to continue that excellence. The Marquette EOP-Upward Bound Program strives to be a positive influence in your life and to assist you to your dream of a college degree. We expect you to strive for excellence in school and in life.

To achieve excellence, a student needs to be prepared and willing to engage in the educational opportunities provided, to meet our expectations for academic and personal growth, and to be willing to make sacrifices. Students must also behave in a way that shows respect for themselves, their peers, teachers, the administration, and Marquette University.

We look forward to the many rewarding experiences we will have with you, in and out of the classroom. We trust you realize the potential to make a real change in your life and we are confident you are up to the task of successfully completing high school, earning that college degree, and leading a fulfilling life.

Have a great summer and academic year. Be curious, have fun, support others, be good, and focus on that dream.

### **We are College Bound Scholars!**

#### **EOP Pre-College Division**

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#### **Marquette University — Educational Opportunity Program (EOP)**

Welcome to the Marquette University Educational Opportunity Program, a federally funded TRIO Program. EOP is an academic program that motivates and enables first-generation students (students whose parents do not have a four-year college degree), to enter and succeed in higher education. EOP consists of the following projects:

**The Education Opportunity Program (EOP)** is an academic department of Marquette University that assists first-generation college students, underrepresented students, and students from low-income families to obtain a college education. Two EOP components are particularly relevant to MU undergraduates: EOP-Student Support Services (SSS) and the EOP McNair Scholars Program. Two EOP pre-college components--Upward Bound (UB) and Upward Bound Math and Science (UBMS)--focus on motivating and preparing high school students to pursue college degrees.

**Educational Talent Search** identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and complete their postsecondary education. The program publicizes the availability of financial aid and assists participants with the postsecondary application process. Talent Search also encourages persons who have not completed education programs at the secondary or postsecondary level to enter or reenter and complete postsecondary education. The goal of Talent Search is to increase the number of youths from disadvantaged backgrounds who complete high school and enroll in and complete their postsecondary education.

**Upward Bound** prepares high school students to enter and successfully complete college. It recruits 8<sup>th</sup> graders from either low-income families or from families where the parents do not have college degrees. It offers—both through a commuter and residential summer experience and during the academic year—specialized classes, tutorials, college placement assistance, career development labs, personal counseling, and social/cultural activities and trips.

**Upward Bound Math & Science** offers specialized math, science, writing, and technology classes, tutorials, college placement assistance, career development, personal counseling, and social/cultural activities and trips. The program includes a summer component, with students staying on campus for six weeks each summer, and a school-year component. UBMS's mission is to assist and educate students who are low-income and whose parents do not have bachelor's degrees to achieve their goal of becoming a college graduate in a math, science, or technology field. Students are recruited from the Milwaukee area in their freshman year of high school.

**Student Support Services** enrolls eligible pre-college students in their senior year who show potential for success at Marquette University. It offers a network of supportive services, financial aid assistance, a pre-enrollment summer program, academic counseling, specialized courses, seminars and tutoring, and personal, educational, graduate and career counseling.

**Ronald E. McNair Scholars Program** prepares eligible students for graduate school. During the academic year, students attend monthly seminars, meet visiting scholars, and participate in student and professional conferences. The McNair Director is available to provide specialized academic advising, admissions and financial aid application assistance. During the summer, McNair students may apply to participate in SOAR, a paid research internship that provides an in-depth research experience, working one-on-one with a faculty mentor, and the opportunity to network with other undergraduates. To be eligible for the McNair program, participants must be low-income students whose parents do not have an undergraduate degree or be African American, Hispanic, or Native American.

### History of the Federal TRIO Programs

The history of TRIO is progressive. It began with Upward Bound, which emerged out of the Economic Opportunity Act of 1964 in response to the Johnson administration's War on Poverty. In 1965, Talent Search, the second outreach program, was created as part of the Higher Education Act. In 1968, Student Support Services, which was originally known as Special Services for Disadvantaged Students, was authorized by the Higher Education Amendments and became the

third in a series of educational opportunity programs. By the late 1960's, the term "TRIO" was coined to describe these federal programs.

Over the years, the TRIO Programs have been expanded and improved to provide a wider range of services and to reach more students who need assistance. The Higher Education Amendments of 1972 added the fourth program to the TRIO group by authorizing the Educational Opportunity Centers. The 1976 Education Amendments authorized the Training Program for Federal TRIO Programs, initially known as the Training Program for Special Programs Staff and Leadership Personnel. Amendments in 1986 added a sixth program, the Ronald E. McNair Post-Baccalaureate Achievement Program. Additionally, in 1990, the Department created the Upward Bound Math/Science program to address the need for specific instruction in the fields of math and science. The Upward Bound Math/Science program is administered under the same regulations as the regular Upward Bound program, but it must be applied for separately. The Higher Education Amendments of 1998 authorized the TRIO Dissemination Partnership program to encourage the replication of successful practices of TRIO programs. Finally, the Omnibus Consolidated Appropriations Act of 2001 amended the Student Support Services (SSS) program to permit the use of program funds for direct financial assistance (Grant Aid) for current SSS participants who are receiving Federal Pell Grants.

The legislative requirements for all Federal TRIO Programs can be found in the Higher Education Act of 1965, Title IV, Part A, subpart 2. The requirements for the SSS Grant Aid can be found in Public Law 106-554.

### **Non-Discrimination Statement**

This institution is an equal opportunity provider. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

### **The Creed**

I am a part of the fellowship of Upward Bound. I have the power of knowledge. The die has been cast. I have stepped over the line. The decision has been made. I will go to college. I won't look back, let up, slow down, or back away. I am Upward Bound.

My past is my foundation, my present makes sense, my future is secure. I'm finished and done with low living, sight walking, small planning, colorless dreams, tamed visions, mundane talking, cheap giving, and dwarfed goals. I am Upward Bound, and my goal is a college degree.

I no longer need pre-eminence, prosperity, position, promotions, plaudits, or popularity. I don't have to be right, first, tops, recognized, praised, regarded or rewarded. I am Upward Bound, and my goal is a college degree.

My face is set, my gait is fast, my goal is a college degree; my road is narrow, my way is rough, my companions few, my mission clear. I cannot be bought, compromised, detoured, lured away, turned back, deluded or delayed. I am Upward Bound, and my goal is a college degree.

I will not flinch in the face of sacrifice, hesitate in the presence of the adversary, ponder at the pool of popularity, or meander in the maze of mediocrity. I won't give up, shut up, let up, until I have stayed up, stored up, studied up, paid up, for the cause of education. I am Upward Bound, and my goal is a college degree.

### **Expectations**

Being an active, participating member of Marquette University's EOP Pre-College Division— College Bound Scholars— comes with specific high expectations:

- **to attend** all high school and EOP pre-college classes and assigned tutoring sessions
- **to complete** all school and program work on time and to the best of your ability
- **to strive** for a cumulative GPA of or higher 3.0
- **to enroll** in core academic classes each semester
- **to participate in** tutoring and other academic support offered by the Upward Bound programs
- **to adhere** to all program rules
- **to focus** on your education and **to put forth** all due effort in making the dream of a college education come true
- **to give** back to the community
- **to support** all members of the Upward Bound and EOP community
- **to respect** instructors, staff, university personnel, students, all others, and myself
- **to speak** positively at all times to all people and not to use profane language out of respect for others and myself.
- **to not** spread rumors about the students or staff

### **Commitment and Participation**

A commitment is a pledge or promise to fulfill an obligation. Being a part of the College Bound Scholars family requires commitment and hard work. A student shows that commitment by participating in every component of the seven-week summer program as well as the fall and spring classes/activities, being on-time and ready to work, helping peers, being curious, being respectful of people and property, making sacrifices, asking questions, listening, being responsible, and doing more than is expected. Any student who tarnishes the reputation of the Upward Bound Programs would be grounds for termination.

### **Virtual Learning Expectations**

Being that College Bound Scholars supports, guides, and empowers first-generation and income-eligible students, it is our goal to provide students with experiences that will foster the necessary skills to thrive within various learning environments.

Virtual Learning promotes the use of the Internet and Computer Software to provide remote access to instructors, peers, and learning materials while engaging students in meaningful discussion and virtual interaction. This form of learning requires appropriate computer software, Internet access, self-motivation, maturity, persistence, effective time-management, clear communication, independent study skills, and an environment that supports the consumption of knowledge and nurtures academic growth. While the Upward Bound staff acknowledges that there are various factors that can create barriers for virtual learners, we ask that students and parents be transparent in communicating individual student needs. This will ensure a positive and successful virtual learning experience. It is expected that scholars:

- **Communicate** with their instructors, peers, and counselor
- **Reach out** to their counselor with any questions, concerns, or support needs
- **Attend and Actively Participate** in all virtual classes and meetings
- **Be on Time** for all virtual meeting spaces
- **Respond** to all outreach efforts, including email, text, phone call, and mail
- **Be Friendly and Flexible** to any adjustments that are made to solve technical difficulties and strengthen the delivery of the curriculum

- **Complete all Assignments** by the assigned due date
- **Create a Daily Routine** that assists them in staying on task, cultivates self-care, and permits healthy sleeping patterns
- **Be Responsible** and check their learning platforms frequently to ensure they are informed of all activities, announcements, and updates
- **Be Willing** to put in the needed time to adequately prepare for class
- **Protect and Preserve Technological Devices** provided by the UB Program
- **Be Supportive and Patient** with their peers, as virtual learning may be a new venture

**PARTICIPATION:** I understand that my success, along with the success of my EOP family members, depends upon my participation and commitment. I agree to participate 100% in the classroom, recreational activities, study sessions, and all other events.

### **Student Life—Rules and Regulations**

For the summer session, students are classified into two major groups: 1) Residential Students (UB Seniors and UBMS Seniors), and 2) non-residential students or commuters (Classic Upward Bound Freshmen, Sophomores, and Juniors, and Math & Science Sophomores).

**Residential:** UB Seniors and UBMS Seniors live in the Marquette University residence hall. Residence living is important in promoting a sense of community and ensuring maximum opportunities for study and special activities. Males are assigned to one floor, females to another. Marquette’s college students and other summer programs occupy all other floors in the residence hall.

The residence hall is supervised by a professionally trained university hall director who lives in the building. The hall director is responsible for the overall operation of the building and will respond immediately in cases of emergency. Also, select pre-college staff members to live on the floors with students and are directly responsible for the welfare and conduct of program participants. Residential students are not permitted in the residence hall on weekends, except for move-in weekend and residential weekend, both of which are identified on the calendar.

**Housing:** Residential students live in the residence hall Sunday through Friday. Students should depart for home on Fridays between 3:30 – 5:00PM unless otherwise stated on the calendar (within one hour after the last activity of the day), and return Sunday no earlier than 7:00 p.m. but not later than 9:00 p.m.

**Possessions:** I agree to leave the following items at home: Cars, expensive jewelry, and other valuable items, large sums of money and pets. If I bring any valuables down to campus, including DVD’s, video games, laptops, neither the program nor the University is responsible for damage or loss.

EOP pre-college residential students are restricted to their respective floors. Girls visiting boys on their floor or vice-versa is strictly forbidden (family members included). Residential students are also restricted from visiting or hanging out on any other floor in the residence hall.

**Security:** Students are issued door keys when rooms are assigned. It is the student’s responsibility to always keep unoccupied rooms locked. University security officers are posted in each residence hall during the evening and night hours but are not responsible for lost or stolen articles. Students are prohibited from having candles or pets in their rooms.

**LOST KEYS:** I agree to pay \$75.00 if I lose my residential hall room keys.

For reasons of safety and notification in case of an emergency, all on-campus students must sign out whenever leaving the residence hall after 8:00 p.m. Students must also sign out when leaving for purposes other than scheduled activities. Professional staff will explain sign out procedures at orientations.

**Students are restricted to a campus boundary that runs from 10<sup>th</sup> to 17<sup>th</sup> street (East to West) and Wells to Clybourn (North to South).**

**Curfew and Quiet Hours:** Students are expected to create and maintain a peaceful atmosphere twenty-four (24) hours a day. This includes no disruptive behavior or loud playing of music. The University, however, imposes and enforces a "Quiet Hour" system between 11:00 p.m. and 7:00 a.m. All Upward Bound seniors and UBMS students are restricted to a 10:00 p.m. curfew, which means that all students must be on their respective floors by 10:00 p.m. and in their own rooms by 10:45 p.m. Also, "lights out" will be enforced each day at 11:00 p.m. This means all lights out, all electronic devices turned off, and cell phone use is not allowed, with each student in his/her own room from 11:00 p.m. to 6:00 a.m.

**LIVING ARRANGEMENTS (residential):** I agree to respect the privacy of others and their desire to sleep. I agree to respect the campus boundary and residence hall rules. I agree to be in my room from 10:45 P.M. until 6:00 A.M. I agree to observe the quiet hours and not to make loud noises and/or engage in pranks. I agree to turn out the lights by 11:00 P.M. I understand that males and females will be living and sleeping exclusively on separate floors and no co-ed floor visitation is permitted, including parents and family.

**Meals:** All students will use the residence hall cafeteria for all meals. Residential students will be served breakfast, lunch, and dinner, and are required to attend all meals. Meals will be served according to the following schedule:

Breakfast	7:00 a.m. - 7:45 a.m.
Lunch	11:30 a.m. - 1:00 p.m.
Dinner	5:00 p.m. - 5:45 p.m.

Breakfast and lunch will be served Monday through Friday. Dinner will be served Monday through Thursday unless otherwise specified. Students must bring their IDs to each meal to eat. A computerized bar code is attached to ID cards for the purchase of daily meals. If the card is lost or stolen, the student is required to replace it immediately at a twenty-five-dollar (\$25.00) cost.

**Laundry:** Laundry facilities are available for residents in the basement of the residence hall: washers require \$1.50 and dryers are \$1.50 (in quarters). There is a change machine in the lobby by the mailboxes. Students, however, must provide their own detergent and iron.

**Telephones:** Rooms are not equipped with a telephone line, but students may use cell phones in residence hall rooms during free time but before "lights out." Additionally, all families will be given emergency contact numbers for the residence hall and staff members.

**Visitations:** Visitation to campus or the residence hall by non-EOP-CBS students is **strictly prohibited**.

**Weekend Check-In and Check-out Procedure:** Check-out occurs one hour after the last scheduled activity for the week or at a designated time. All residential students should collect their belongings for the weekend and lock their room. Keys must be handed to the assigned tutor-counselor (TC) before departing for the weekend. Students will not be allowed back into the residence hall until check-in time on Sunday.

**VISITATION:** I understand that I am to have no unauthorized or non-EOP-CBS visitors at any time on campus or in the residence hall.

Check-in occurs on Sundays between 7 p.m. – 9 p.m. unless otherwise noted. Students should check in with assigned TC and proceed to their residence hall room. On the floor and lights out curfews apply as do rules regarding leaving the dorms as outlined in the security portion of the handbook.

### **Commuter Students, Summer**

Freshmen, sophomores, juniors and College Bound Scholars Sophomores commute to campus each day, Monday through Friday. While on campus, CBS students must follow the rules of Marquette University and the EOP Pre-College Division. Tutor-counselors (TC) monitor, support, and ensure the welfare and good conduct of students while on campus.

**Transportation:** Commuter students will receive an M-Card for daily city bus transportation to and from the campus throughout the summer session and academic year for travel to and from classes, tutoring, or activities.

**Meals:** Commuter students are provided with two meals (breakfast and lunch) daily, Monday through Friday. Students will have completed the day's scheduled activities and will have returned home by dinner hour. Breakfast is an optional meal, but **all students MUST attend lunch.**

Breakfast	7:00 a.m. - 7:45 a.m.
Lunch	11:30 a.m. - 1:00 p.m.

All meals will be served in the cafeteria of the residence hall. Students must bring their IDs to each meal in order to eat. A computerized bar code, used to purchase meals, is affixed to the ID card of each student. If the card is lost or stolen, the student is required to replace it immediately at a twenty-five-dollar (\$25.00) cost.

### **Supportive, Personal, and Enrichment Services**

**Library Services:** In addition to mandatory supervised study sessions, students are encouraged to use the University's Library facilities. Summer library hours are:

Monday-Thursday	8:00 a.m. - 5:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	3:00 p.m. - 5:00 p.m.

**Health Services:** On campus health care services are available for EOP pre-college students for injuries or emergencies only, and only those that occur on Marquette's campus. All medical emergencies should be reported to a professional counselor or assigned tutor-counselor. In an emergency, parent(s) will be contacted immediately as will University officials (Public Safety).

**Recreational Activities:** The Rec Plex, [915 W. Wisconsin Avenue](#), is available to EOP pre-college students as follows:

Monday-Thursday	3:00 p.m. - 4:30 p.m.
Friday	3:00 p.m. - 4:30 p.m.
Saturday	11:00 a.m. - 4:30 p.m.
Sunday	Closed

**Social and Cultural Activities:** Cultural and social activities and outings occur year-round. During the summer session, students participate in at least one social/cultural activity a week (mostly Fridays). All social and cultural activities are **mandatory** throughout the summer session. If a student's program participation has been unsatisfactory, the director or counselor may withdraw the privilege to attend an event. Whenever necessary, the program provides transportation.

### **Identification Cards**

All students must carry their Marquette University identification (MUID) cards with them at all times. The MUID cards serve as admission to a variety of university facilities and resources, including meals, the Raynor Library, and the Helfaer Tennis and Recreation Center. Cards also serve as a security check system for admission into the residence hall. If any student's ID card is lost or stolen, it must be replaced immediately at a twenty-five-dollar (\$25.00) cost to the student. These cards are non-transferable. Anyone whose card is found in the possession of another or anyone possessing someone else's card is subject to immediate suspension from the program, and the card will be confiscated.

### **Academic Standards, Policies and Expectations**

We expect students to be high achievers, diligently completing assignments, attending school every day, and earning above average grades. We expect students to perform at their highest level of ability in the classroom and to assume leadership roles. Enthusiasm, respect for peers and others, cooperation, and sportsmanship are characteristics that must be displayed both in and out of the classroom.

**CLASSROOM BEHAVIOR:** I agree to be attentive while in the classroom. I agree to keep food, drinks, and chewing gum as well as hats, sunglasses, and electronic devices out of the classroom.

### **Core Academic Classes**

EOP pre-college students are expected to enroll, at their respective high schools, in the core academic classes listed below for the specified number of years (our academic requirements may exceed those of a student's high school). To ensure students meet this expectation, each student is required to meet with his/her CBS counselor each semester for a goaltending advising session.

#### **English: 4 years**

Composition  
American Literature  
English Literature  
World Literature

#### **Foreign Language: 3 years**

French, German, Spanish, Latin,  
Russian, or Japanese

#### **History & Geography: 4 years**

Geography  
U.S. History  
World History  
World Cultures

#### **Public Speaking/ Speech: at**

least 1 semester

#### **Mathematics: 4 years**

Algebra I  
Algebra II  
Geometry  
Trigonometry  
Pre-Calculus  
Calculus

#### **Laboratory Science: 4 years**

Biology  
Earth Science  
Chemistry  
Physics

#### **Appropriate Electives: 1-3 years**

Economics  
Psychology  
Sociology  
Statistics  
Communications

## **Mandatory Supervised Study or Tutoring**

- Supervised Study is **MANDATORY** for **ALL FRESHMEN** for the first Fall semester. After Fall semester freshmen follow the guidelines below.

Students attend tutoring for a minimum of **two hours per week** if:

- G.P.A. is below **grade level minimum standard**:
  - 12<sup>th</sup> grade – 3.00 gpa
  - 11<sup>th</sup> grade – 2.75 gpa
  - 10<sup>th</sup> grade – 2.50 gpa
  - 9<sup>th</sup> grade – 2.25 gpa
- a student earns lower than a 'C' or in a core high school course

**Students earn Good Standing if they:**

- Attend CBS and high school classes regularly at least 80% of the time
- Work to their highest ability in UB/UBMS and high school classes
- Display a positive attitude with all EOP staff and program participants
- Attend tutoring or supervised study
- Ask for help when they need it

**Students earn Poor Standing if they exhibit one or more of these behaviors:**

- Have under 70% attendance and/or unexcused absences in either UB/UBMS and or high school classes
- Not meeting their minimum grade level standard
- Do not attend required tutoring or supervised study sessions
- Have unexcused absences at mandatory CBS events
- Exhibit poor attitude toward EOP staff and program participants
- Violate program rules

## **Poor Standing Consequences**

**A student in poor standing:**

- Will not be able to attend field trips
- Will have resident hall privileges revoked during their senior summer, including participating in social/cultural events and college tours
- May not receive stipend or any award money
- Placed on CBS Probation or dismiss from program

A student in poor standing will receive a probation letter. The letter outlines specifically what the student needs to improve and articulates what a student needs to do to improve his/her standing and by what date. Students who do not substantially improve their standing within one semester will have to attend, with their parents, a tribunal conducted by EOP pre-college staff and may be removed from the program.

**ATTENDANCE:** I agree to attend all classes and activities. If ill, I agree to report this to my counselor. I agree to be on time for all classes and other events. I understand that being absent from class without having a valid reason will result in an unexcused absence.

## **Attendance Policy**

Attendance at all group meetings, lectures, classes, and tutorial sessions is mandatory for all students. Any absence, excused or unexcused will be considered toward the 70% attendance.

- **Excused Absence** - If a student cannot attend an assigned class or tutorial session, the parent must **call** the EOP pre-college office and talk with the counselor **prior** to class time.
- **Unexcused Absence** - If a student fails to report an absence prior to class or tutorial time, the absence is unexcused. Frequent unexcused absences will result in losing good standing.
- **Tardiness** – A student will be required to serve a detention and forfeit his stipend, if he is tardy or unexcused absent to class, tutoring and required events. Repeated tardiness and unexcused absences will result in Parental-conference, probation and/or dismal from program.

### **Class Cancellation Policy**

In the event of severe weather conditions, Marquette’s EOP pre-college classes will be canceled if either:

1. Marquette University closes –or-
2. Milwaukee Public School System closes

In all other instances, students will be expected to report to class. Tune to local radio and/or news stations for official Upward Bound Programs closing announcements.

### **Cell Phones and Electronic Devices**

Cell phone and electronic device use will be permitted at College Bound programming only at the discretion of College Bound staff. Cell phones and electronic devices may not be used during classes, tutoring, workshops, or other academic activities unless approved by College Bound staff. If a cell phone or electronic device is visible anytime that use is not permitted, the cell phone or electronic device will immediately be surrendered by the student. Refusal to surrender your phone or electronic device when asked is defiance. Defiance can result in loss of points or other disciplinary action. Said action will be made at the discretion of College Bound.

### **Social Media Usage**

In College Bound Scholars, participants are urged to use social media responsibly, aligning with program values. Guidelines for appropriate usage include:

**Positive Engagement:** Use social media to foster collaboration, support, and unity within the College Bound community. Share resources, encourage academic discussions, celebrate achievements.

**Respectful Communication:** Engage respectfully, avoiding offensive language, bullying, discrimination, or harassment.

**Privacy and Confidentiality:** Respect others' privacy and confidentiality. Do not share personal information or program-related details without authorization.

**Authenticity and Integrity:** Be authentic and honest online. Avoid misrepresentation, deception, or spreading false information.

Participants should be aware of the consequences of misusing social media. By following these guidelines, they contribute to a positive online community. Their social media presence affects personal, academic, and program reputation.

Failure to comply may lead to disciplinary actions.

### **Fighting**

At College Bound Scholars, we maintain a strict policy when it comes to student physical altercations i.e. fighting. The safety and well-being of all participants is our utmost priority, and any form of physical aggression or violence is not

conducive to creating a positive and inclusive learning environment. We firmly believe in resolving conflicts through peaceful means, promoting respectful communication, and fostering a sense of empathy and understanding.

Any student found engaging in physical altercations will face immediate consequences, which may include potentially removal from the program.

It is our collective responsibility to ensure that every participant feels safe, respected, and supported within the College Bound Scholars community.

### Calendar

The EOP Pre-College Division provides students with a calendar at the beginning of each semester (summer, spring, and fall) that outlines all mandatory and optional activities (once a student signs up for an optional activity, it then becomes mandatory). To avoid confusion, students should check with parents before signing up for activities and tutorials.

### Academic Awards

Five times a year, students receive a stipend based on program participation and academic achievement.

**Stipends: For every class meeting/tutoring session during Fall and Spring semesters, and every week in the summer, students may earn a stipend. These stipends recognize the dedication students put in for their academic and long-term success. Policy details below.**

### Stipend Policy

- Academic Performance: To be eligible for a stipend, students must maintain satisfactory academic progress, as defined by the program. This includes maintaining a minimum GPA as specified by the College Bound program and actively participating in academic support services provided.
- Active Participation: Students must actively engage in all program activities, including tutoring sessions, workshops, college visits, and other events organized by the Upward Bound program. **Failure to actively participate may result in the forfeiture of the stipend.**
- Punctuality and Professionalism: Students are expected to be punctual for all scheduled activities and exhibit professional behavior throughout the program. Any instances of tardiness or unprofessional conduct may impact eligibility for stipends.
- Submission of Required Documentation: Students must submit any required documentation, such as attendance records, progress reports, and other requested information, promptly. Failure to provide necessary documentation may result in the delay or denial of stipend disbursement.
- Completion of quarterly goal-tending meeting with assigned counselor (Fall, Spring and Summer).
- Communication: Students are expected to maintain open and transparent communication with Upward Bound staff. If facing challenges or issues that may affect program participation, students should promptly communicate with program coordinators to seek assistance.
- Financial Aid and FAFSA Completion: Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) and actively pursue other financial aid opportunities. Completion of the FAFSA is a requirement for stipend eligibility, and failure to comply may affect the disbursement of stipends.
- Program Completion: Stipends are typically awarded upon successful completion of the College Bound program. Students who fulfill all program requirements, including participation in college readiness activities, workshops, and successfully completing academic milestones, may receive stipends as a recognition of their commitment and achievements.
- Stipend Amounts: Stipend amounts may vary based on program guidelines and funding availability. The program will communicate stipend amounts and disbursement schedules to participants in a transparent manner.
- Stipend Disbursement: Stipends will be disbursed in accordance with program policies and procedures. Students are responsible for providing accurate and up-to-date information to facilitate stipend disbursement.

### Disciplinary Actions

As a member of the Marquette University College Bound Scholars family, your presence on campus reflects on the program as a whole and you as an individual. Society will judge you on your appearance and actions.

**The EOP Pre-College Division, regarding campus conduct and presence (Dress Code), mandates:**

1. No headgear worn in buildings. Headgear worn outside must be approved by a professional counselor and worn appropriately.
2. No inappropriate clothing\* worn. Any clothing, belongings, or behavior that distracts, or is inappropriate or indecent, will be dealt with sternly. (\*tank tops, spaghetti strap shirts, strapless tops, miniskirts, mini dresses, athletic shirts (a-shirts), leggings, mini shorts, halter tops, mid-drift tops, one-strap tops or dresses, backless tops or dresses, low-rise or ripped jeans, articles of clothing with offensive or off-color words or images, shorts or athletic pants with writing on the backside, and off-colored headwear. In addition, sagging is strictly prohibited.) The counselor staff will make final decisions regarding dress code violations.
3. No gambling on campus or during scheduled activities.
4. No dental jewelry (grills)
5. No sunglasses in buildings, including the top of the head.
6. No profanity or trash talking on campus or at activities; no possession of obscene material and no obscene or profane acts.
7. No using Facebook or similar social network at any time in the EOP offices or on campus when classes or activities are in sessions.
8. No Membership or affiliation in gangs. Indication of gang involvement (colors, hats, signs, handshakes, language, etc.) is strictly prohibited and is cause for expulsion.

**Detention**

CBS Professional Staff members may issue detentions for the infraction of any program policy. Detention occurs after the end of the day that the infraction occurs. Detentions must be served on the day it is received unless other arrangements are approved by CBS Professional Staff. Parents/Guardians are responsible for arranging transportation home immediately after the detention has concluded or if program administration determines it is necessary for the student to go home for the day. Failure to serve detentions on time will result in further disciplinary action. These actions may include suspension or withdrawal from the program.

Marquette University and the EOP Pre-College Division policies mandate decorum and respect for persons and property. Students must respect themselves and others when using all university facilities. Sound judgment must be exercised with the level of maturity and dignity becoming a Marquette EOP student.

**EOP Pre-College students must, always, both on and off campus, adhere to certain rules and regulations:**

- I agree not to consume alcohol.
- I agree not to use, and/or sell, drugs, unauthorized medications, or other similar substances.
- I agree not to possess or smoke cigarettes or other tobacco products and not to chew tobacco.
- I agree not to bully others (verbally, physically, via social media/other outlets).
- I agree not to physically assault, verbally abuse, or sexually harass others.
- I agree not to engage in intimate sexual activity.
- I agree not to vandalize or steal property.
- I agree not to possess or to use a lethal weapon.
- I agree not to possess or use explosives or fireworks.
- I agree not to disrupt the learning environment.
- I agree not to be involved in any gang-related activity
- I agree not to tarnish the reputation of the College Bound Programs in any way.

Students who violate any of the above are subject to expulsion from the EOP Pre-College Division. The Division notifies Marquette University's Police Department of infractions; thus, students may also face external criminal charges. Students and their families will also be held financially responsible for any damage to property or person.

### **Appeals**

If a student has been expelled from the program, a written appeal can be submitted and will be reviewed by the executive director of EOP and director of EOP Pre-College Programs. Upon this review, the student and family will be notified of the student's standing with the program.

## **Non-Discrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email:  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)(opens in a new tab)

This institution is an equal opportunity provider.