

STUDENT GUIDE TO INDIVIDUAL STUDY

UPWARD BOUND

REASONS FOR IS

1. To improve your grades in classes so that they are all above a C and your GPA is above 2.5 at all times. Colleges look very carefully at your cumulative GPA *and* your individual grades in classes to determine whether you will be the type of student they are looking for at their institution. Make yourself the best candidate you can be right now by getting all of your grades to where they should be, regardless of circumstances or excuses. Remember, you have agreed to this in your UB Program Contract; we are only holding you to your word.
2. Juniors and Seniors, especially, need to keep their grades up—shoot for a minimum of a B in all classes. Colleges look much more positively on a student who has steadily improved grades throughout their high school career than one who has simply maintained the same grades.
3. Additional support when you need or want it; you don't have to be assigned to an IS day to take advantage of our services. Come in and get help *before* your final grade suffers. Prevention goes a long way (and is usually easier) than trying to fix a mistake later.
4. Students are placed on mandatory IS due to any of the following factors:
 - Mid-quarter or quarter grades.
 - Math/Science Program grades.
 - Failure to submit report cards by the due date.
 - Failure to attend UB events or meet UB expectations.
 - GPA below 2.5.
 - Probationary status with UB.

REQUIREMENTS WHILE ON MANDATORY IS

1. Within your first week on IS, you need to return your signed IS Contract. Until this contract is on file, we cannot make any moves toward releasing you from your commitment.
2. Bring a completed Weekly Grade Monitor Form (gold) to us each week. You should take this around to your teachers each Friday (or the last day of school that week) and ask them to fill it out. If you are having any problems with getting a teacher to complete the form, let your UB advisor know so that he/she can help you.
3. Bring school work to each IS session; if you don't we will assign work for you to complete for that day. If you need help in some class other than the one you are scheduled for, bring that work as well.
4. Attend all scheduled IS sessions and make up all days that you did not receive credit for attending. You will get a pink slip inside your component binder when you miss a day—make sure you get it signed when you do make up a session.
5. Work productively and effectively without disturbing others. We expect that you not only finish your work each week but show progress in the amount and/or quality of work that you can finish in one session. Resist the temptations to be lazy or apathetic—this is your future you're working for so make it count.
6. Attend and participate in all UB components and other events that are specific to your grade. You cannot be released from IS unless you are meeting all of your expectations.

PETITIONS TO BE RELEASED FROM IS

Because Upward Bound wants to make Individual Study as effective as possible, and because we want our students to succeed, UB has developed the following requirements for release from IS. By reading this, students and their parent/guardian should be able to determine whether they are eligible for release and also learn to track their own academic progress. These requirements will also help UB staff remain consistent with granting releases.

In order to be released from IS, students must meet all of the requirements below:

1. Student has returned their IS Contract, signed by student and parent/guardian, to UB by the deadline stated.
2. Student must have submitted a corresponding Grade Report (orange) by the deadline stated.
3. Students must completely and accurately complete a IS Release Petition by the deadline stated.
4. All class grades must be at a C or above and their cumulative GPA higher than a 2.50.
5. Students must consistently submit a Weekly Grade Monitor Form (WGMF) by Friday for each week of their time on IS.
6. Only students with one day of IS and a GPA above 3.00 may petition for full release. All other students with one day of IS will petition for either partial or conditional release.
7. Students who have two days of IS may only petition for a reduced release to one day.

****The Upward Bound Director will make IS petition decisions within two weeks of submission of complete applications that meet all criteria listed above.****

Timetable for release is based on GPA:

Students with GPA from **3.00-4.00** are eligible for release **every quarter**

Students with GPA from **2.50-3.00** are eligible for release **every semester**

Releases are defined as follows:

Reduced: *(only for students with 2 days of IS)* Student has met conditions of IS Contract for one class or has improved their GPA above a 2.5 but still needs to continue to meet all conditions for all classes or improve their GPA above a 2.0. Student must also produce an official school report card as soon as it is available.

Partial: Student has met conditions of the IS Contract but has some remaining IS obligations until eligible to petition for a full release during the next petition period: i.e. attend IS every other week; continue to submit WGMF; receive regular tutoring at school; etc. Student must also produce an official school report card as soon as it is available (failure to do so will void the partial release and require student to attend IS again).

Conditional: Student has met conditions of IS Contract in relation to grades and GPA but needs to make-up excused absence(s) and will continue to submit WGMF weekly until eligible to petition for a full release

during the next petition period. Student must also produce an official school report card as soon as it is available (failure to do so will void the conditional release and require student to attend IS again).

Full: Student has met conditions of the IS Contract, the GPA minimums, and has no further IS obligations

Students must still attend IS until they receive an official letter from Upward Bound releasing them from IS in the mail. **SUBMITTING A PETITION DOES NOT MEAN RELEASE!**

NOTE:

Although you may have all of these requirements fulfilled, Upward Bound still reserves the right to keep you on IS as long as we feel necessary to ensure your continued academic success.