**Scholar Accountability Policy**

Your attendance and punctuality are expected at all McNair activities (unless clearly stated as optional). If you miss a class or are going to be late for any reason you must notify Assistant Director Monique Limón. You may be excused for illness and other circumstances such as a family emergencies and accidents. However, you must communicate these incidents to McNair Program staff ahead of time.

When you come to a McNair activity please be sure to sign-in. We must keep a record of your attendance at all activities.

The program activities may seem like a lot but they correspond with the work needed to prepare for graduate school and the completion of your research project.

It is important that your participation within the program be its fullest in order to receive the maximum benefit—“the more you put into the program, the more you will get out of it.”

**Make-Up Policy**

If you miss a McNair activity, regardless of circumstances, you will be required to make-up all assignments. In addition, you will be required to complete a scholarly handout and/or scholarly presentation on a topic that is useful to you and/or other scholars’ research/graduate school admission advancement. Such proposal must be made in writing (email is fine) and approved in advance by the McNair Scholars Program Assistant Director.

The Assistant Director will work with scholars individually to accommodate legitimate needs for flexibility beyond that allowed by the below policy, in the rare case that this might be needed. Scholars are expected to contact the McNair Scholars Program staff in case of any problems completing the requirements (i.e. assignments) for the class and by providing, if needed, any documentation of illness or other extenuating circumstances.

**Excused Absence or Tardy**

An excused absence/tardy must be approved by the McNair Scholars Program staff prior to the activity for which scholar will be late/missing. Scholar must then complete a scholarly handout assignment. This will be distributed to McNair colleagues on the seminar date following the absence/tardy and/or a date agreed upon between the scholar and the Assistant Director. Handout topic will be determined by the McNair Program Staff and scholar.

**Unexcused Absence or Tardy**

Unexcused Tardy Process:
- Scholar receives an email from McNair Scholar Program Assistant Director
- Scholar will be accountable for replying to email in a timely fashion
- Scholar will need to complete a scholarly handout topic will be determined between McNair Scholars Program staff and scholar

2/11/2009
• Should scholar not complete the scholarly handout in a timely manner, scholar will need to have a meeting with McNair Scholars Program senior staff
• If this is action is not resolved in a meeting with senior staff, scholar will be deducted partial stipend (10%)
• If after stipend deduction, scholar’s action is not resolved, participation in the McNair Scholars Program will be reevaluated

Unexcused Absence Process:
• Scholar receives an email from McNair Scholars Program staff
• Scholar will be accountable for replying to email in a timely fashion
• Scholar will need to complete a 6-8 minute scholarly presentation for his/her McNair colleagues-topic will be determined between McNair Scholars Program staff and scholar
• Should scholar not complete the scholarly presentation in a timely manner, scholar will need to have a meeting with McNair Scholars Program senior staff
• If this action is not resolved in a meeting with McNair Scholars Program senior staff, participant will be deducted partial stipend (25%)
• If after stipend deduction, scholar’s action is not resolved, participation in the McNair Scholars Program will be reevaluated

The McNair Scholars Program staff believes all scholars should be accountable to the program and to one another.

The Scholar Accountability Policy is intended to guide and support scholars through their many time management challenges.

The McNair Scholars Program staff is here to help and we sincerely hope all matters can openly be discussed if necessary. Please come see us!