**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 email mcnair@mcnair.ucsb.edu or call 805-893-3615. 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.*"

***McNair Seminar for Units:***
At any time during your term, you may be required to sign up for McNair seminars for units. Registering for seminar means that if all assignments are not turned in on time and you do not attend all required seminars, you could potentially fail the seminar. To fail seminar will result in automatic dismissal from the program.

***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 Associate Director.

The Associate 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 you will be late/missing.

***Unexcused Absence or Tardy***

**Unexcused Tardy and Absence Process:**

- You will receive an email from the a member of the McNair Staff
- You will be accountable for replying to the email in a timely fashion

Updated 3/3/2021

Your response to the email and/or a meeting with staff will determine next steps which may include making up work, stipend or action plan reductions, and/or program suspensions or dismissal.

***GPA Policy***

As a McNair Scholar, both your quarter and cumulative GPA must be a 3.0 or above. Should either your quarter or cumulative GPA fall below a 3.0 the following will take place:

- You will need to set up a meeting with the McNair Scholars Program Associate Director to discuss your decreased GPA
- You will be placed on academic probation the quarter following the GPA drop

**McNair Scholars Program Probation**

When placed on academic probation, due to receiving a GPA below a 3.0, you may be asked to not participate in McNair activities or attend the McNair seminar the following quarter. In order to stay in the program you will have to produce a quarter and cumulative GPA of 3.0 or above the quarter following the GPA drop. Should you not be able to increase your GPA by the quarter following the initial GPA drop, you will be asked to leave the program. The McNair staff and team are here to support you in any way we can. We do not want the McNair Scholars Program to contribute to the stress and declining grade point average. We feel strongly that each of our scholar's academic and personal well being comes first.

***Assignment Policy***

Every quarter, at the beginning of each McNair Seminar, you will be given a syllabus containing assignments with due dates for the quarter. These assignments must be submitted via GauchoSpace or physically brought into the McNair office, depending on what is stated in the syllabus, no later than the time indicated time stated on the syllabus. Late assignment submissions must be *approved* by the McNair Scholars Program staff *prior* to the assignment due date. Should an extension be given, you will also be asked to complete an additional assignment. The additional assignment and due date will be agreed upon between you and the Associate Director. If you do not speak with the McNair staff prior to a late assignment submission or if you miss your extended assignment due date the following will happen:

- You will receive an email from the McNair Scholars Program staff
- You will be accountable for replying to the email in a timely fashion
- Your response to the email and/or a meeting with staff will determine next steps which may include making up work, stipend or action plan reductions, and/or program suspensions or dismissal.

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!

*I understand and agree to all aspects of the above Scholar Accountability Policy.*

| _____ | _____ | _____ |
|---|---|---|
| Name (Please Print) | Signature | Date |

Updated 3/3/2021