The Urban Education Program
Policies and Guidelines for the Summer Bridge Program Courses

I. **Mandatory Attendance:** Attendance by student participants is expected and required to all class sessions, seminars/workshops, tutorial sessions and advisor meetings that are scheduled during the summer bridge program. Because attendance to class is mandatory, there are **NO** excused absences from classes. Any absence, even an “excused absence,” may impact one continuing in the summer bridge program and/or matriculation in the University.

II. **No Tardiness:** It is expected that all students arrive to class on time. Any tardiness to class is unacceptable. In some cases, a student who is “late or tardy” may be counted as “absent” and might not be allowed to enter the class. Students will not be allowed to return to the residence hall during class with the exception of breakfast and lunch.

III. **Appropriate Classroom Behavior:** It is expected that all students will behave in an appropriate manner as to not cause any disruption in the educational process and/or setting. Inappropriate behavior will not be tolerated. If asked to leave a class, a student would then be counted as “absent”. If a student is asked to leave the class, they will be directed to UEP Office in Parenzo Hall to speak with the Director.

   a. Examples of potentially disruptive behavior may include but are not limited to, using inappropriate language directed at an individual or group, unsolicited talking in class, sleeping in class, using or activating unapproved mobile devices, arriving at or leaving the classroom while class is in session, and/or failing to comply with the reasonable request of a University faculty member.

IV. **No Technological Devices:** Certain technological devices (i.e. cell phones, music devices w/headphones, tablets etc.) are not to be utilized during class. Per the instructor’s permission, recording devices and laptops may be utilized for note taking only. Otherwise, all devices should be “off and put away”. Any violation of this policy could result in confiscation of the electronic device until after class and/or student being asked to leave class. If asked to leave a class, a student would then be counted as “absent”.

V. **Dress Code:** Students will be in contact with various faculty, staff, and administration so we require our students to dress appropriately (i.e. no low cut tops, no short dresses/shorts, baggy pants, hats or head wraps unless for religious purposes in the classroom).

VI. **Success Completion:** Successful completion of the Summer Bridge Program is based on the following: Overall 2.0 GPA and above, attendance to all classes and Summer Bridge Program activities, Residence Hall behavior, Faculty and Staff recommendations, and other assessments and evaluations.

The above mentioned policies and guidelines are established by the program in efforts to maintain a suitable learning environment. Any violations could impact on a student’s ability to continue in the summer program and/or matriculation in the fall. Instructors may establish any other guidelines they deem appropriate for their classroom setting.

My signature indicates that I understand and accept the terms, rules, and regulations of the Urban Education Summer Bridge Program and Westfield State University

PRINT YOUR NAME: _____________________ SIGNATURE: _______________________________ DATE: _____________