

Pennsylvania Acts Student/Institution Agreement

Congratulations on your selection to participate in the Pennsylvania (PA) Acts Program of Duquesne University.

This yearly agreement is entered into this _____ day of _____ 20____, between Duquesne University’s PA Acts Program, and _____
(student’s name)

The Pennsylvania Acts Program at Duquesne University is in partnership with the Commonwealth of Pennsylvania to provide to Pennsylvania residents a variety of additional higher education learning offerings ranging from career development and job opportunities to tutoring, academic-strategies-focused counseling with full attention to any other needs, and financial services. These services are unique and specific to PA Acts students. They are designed to facilitate your success in meeting your educational goals at the University. An orientation will be conducted for you to familiarize you with the policies of the University’s Pennsylvania Acts Program.

Under this partnership, the Commonwealth of Pennsylvania requires that Duquesne University offer to all Pennsylvania residents who are eligible the chance to avail themselves of the many opportunities provided through Pennsylvania Acts, some of which have been detailed above.

Through this agreement, Duquesne University as an active partner with the Commonwealth of Pennsylvania in this educational endeavor, commits to provide the following to all who wish to be involved. Congratulations on your selection.

AGREEMENT DETAILS

I. ACADEMIC COMMITMENT

- A. Duquesne University will retain fulltime first-year freshmen students for two years.
- B. Duquesne University will provide additional academic support in the form of a PA Acts academic advisor/learning coach who will meet with you at least twice a semester to supplement your school’s advisement and who will also give you access to computers and equipment for copying and faxing.
- C. Duquesne University will provide you with ongoing access to higher education learning offerings including counseling, diagnostic testing, tutoring, and academic skill building programs designed by you and your advisor/learning coach. It will be reviewed every semester to insure that PA Acts properly implementing the agreement crafted by you and your coach.

II. FINANCIAL COMMITMENT

- A. Duquesne University will provide you with a financial aid package and awards letter based on your needs and will aggressively assist you in obtaining grants from federal and state financial aid sources, and will award you institutional grants for which you are eligible.
- B. If you are a full-time student, apply for financial aid by May 1, have need, and meet the minimum GPA of 2.0 or above, you are automatically considered for an award not to exceed \$2500.00 per academic year for eight semesters.

III. STUDENT PLAN: Goals & Objectives

You, in consultation with your advisor/academic coach, have set the following educational goals for you this academic year. Revisions will be based upon fall and spring update meetings.

GOALS/OBJECTIVES _____

IV. GRIEVANCE POLICY

A. PA Acts calls your attention to the following grievance policy established by the University as a means for you to redress problems you may encounter on our campus.

B. Duquesne’s Grievance Policy appears in the Student Handbook and Code of Student Rights, Responsibilities, and Conduct and it reads as follows in the excerpt below:

Initiation of a Grievance

- 1) If a student believes that the actions of a faculty member have resulted in serious academic injury, it is the student’s responsibility to attempt to resolve the matter informally by meeting first with the faculty member, and then, if the student is not satisfied, with the chairperson (if there is one), then the dean.
- 2) If the matter is not resolved to the satisfaction of the student, the student may file a written “Academic Due Process Grievance” with the Academic Vice President of the Student Government Association. The grievance shall state with particularity the allegation that the student is making and the basis on which the allegation is being made. It shall include statements from any witness or written matter which may be helpful. This grievance must be filed within sixty (60) days after the beginning of the semester subsequent to that in which the grievance allegedly occurred.
- 3) The completed form is sent immediately to the University Vice President for Academic Affairs.
- 4) The Vice President for Academic Affairs then notifies the appropriate dean(s), chairperson(s), and faculty member(s).
- 5) The Vice President for Academic Affairs reviews the “Academic Due Process Grievance,” to determine whether there is reasonable cause to continue the process. If the Vice President for Academic Affairs finds that no other action is appropriate, he/she will so inform the student, the faculty member(s), the chairperson(s), and the dean(s) within thirty (30) days of receipt of the grievance.
- 6) If the Vice President for Academic Affairs finds that the process should be continued, he/she will call for a hearing (as indicated in Part III, Section G, and follow the steps outlined in Part V of this document—which appears in the Student Handbook).
- 7) Calling for Hearing:
 - (a) The Vice President for Academic Affairs will call the Hearing at such a time and place as he/she may elect. He/she shall advise, in writing, the members of the Committee, the student, the instructor, the chairperson(s), and the dean(s) of the school or college involved. A copy of the student grievance shall be provided to all parties in the dispute at this time.
 - (b) The Hearing will be scheduled not less than five (5) days nor more than thirty (30) days after the “Academic Due Process Grievance” form has been submitted.
 - (c) The Vice President for Academic Affairs may reschedule a Hearing, at his/her discretion, for the convenience of any of the parties or members of the Committee.

I _____ understand and agree to participate.
(student’s name)

I _____ understand and choose not to participate.
(student’s name)