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# Student Agreement

**The Peer Academic Success Coaching (PASC) Program** is meant to give SPS students the opportunity to work one-on-one with a coach in developing and enhancing their approach to graduate school. Rather than focusing on specific course content, PASCs help SPS students identify barriers to their academic success and determine more effective strategies to be applied both inside and outside of the classroom. Concepts such as time management, motivation, utilizing campus resources, goal-setting, test-taking, and exam preparation are typically discussed.

## ATTENDANCE POLICY

Students are expected to attend the sessions they sign up for. If circumstances change, students **MUST cancel or reschedule** their appointment *at-least* 24-hours in advance. If a student cancels a session more than two times, or fails to attend a session without prior notice more than two times, that student will not be able to schedule another appointment in the current semester. Continuous cancellations or skipped appointments over multiple semesters will result in complete removal from the program.

## SCHEDULING APPOINTMENTS

Coaching is offered both virtually and in-person. Appointments are 30-minute, one-on-one sessions booked solely through SPS Engage. Students are limited to scheduling one coaching session per week. Any sessions booked beyond this limitation will be canceled without the student's consent. Students are also limited to 10 individual appointments per tutor for the semester.

**ATTESTATION:** Please thoroughly read the expectations outlined below.

1. **I will come to my sessions on time and prepared to be open with my coach.** I understand that I must come to the session with questions and any resources my coach may need to look at, such as class notes, my personal planner/calendar, course syllabi, etc.
2. **I understand that appointments must be focused on matters** related to my studies at SPS.
3. **I understand that I may only register for one coaching session per week.** Furthermore, I understand that any sessions booked beyond this limitation are subject to be canceled without my consent.
4. **I understand that I may only schedule 10 appointments per coach** for the semester.
5. **I understand that my coach and I must meet in an approved, public location.** Scheduling appointments in private homes, apartments, and residence hall rooms is strictly prohibited. Meeting locations are limited to those listed on SPS Engage, and SPS Engage only.
6. **I accept the attendance policy,** which outlines that I am expected to attend the sessions I sign up for. I acknowledge that if circumstances change, I must **cancel or reschedule** appointments *at least* 24-hours in advance. I also understand that if I cancel a session more than two times (either before or after the 24-hour mark) or fail to attend a session without prior notice more than two times, I will not be able to schedule any new appointments in the current semester. I accept that continuous cancellations or skipped appointments over multiple semesters will result in my removal from the program.

7. **I understand that my coach is not an Academic Advisor.** I agree to seek assistance from the appropriate [advisor](#) to address any questions I may have related to course selection, academic requirements, academic programs, or academic standing concerns.
8. **I understand that my coach is not a tutor or instructor** and therefore I will not ask for assistance with specific course content. I understand that my coach will be helping me identify academic success strategies to enhance my overall approach to graduate school.
9. **I acknowledge that learning is a process** and therefore understand that I must be actively engaged both during and after my coaching sessions in order to maximize my success. I acknowledge that coaching is a supplemental resource for SPS students that requires individual effort to improve.
10. **I understand that I am solely responsible** for my own learning and academic performance.
11. **I will treat coaches and other students with courtesy and respect** at all times.

**BY UTILIZING OUR SERVICES, YOU ARE AGREEING TO THE TERMS AND EXPECTATIONS OUTLINED IN THIS DOCUMENT.**