



2020-21 Student Compliance Policy

Compliance with deadlines (e.g., turning in required paperwork) will be strictly enforced. Missing deadlines will result in delayed stipends.

- For students who participate in mentored research during the 2020-21 school year, research reports will be due on the following dates:

- Tuesday, October 6, 2020 (SR's only) +
- Tuesday, October 20, 2020 – Juniors' Research *Proposals*
- Tuesday, November 17, 2020 (all students)
- Tuesday, January 12, 2021
- Tuesday Feb 16, 2021
- Tuesday April 6, 2021

- For all students:

- Biweekly meetings with GRAs are mandatory events and are scheduled every other Friday starting Friday, September 11 at 2:00 to 3:00 PM. These will be virtual meetings. Students will receive an outlook calendar invitation from the GRAs and a list of topics to be addressed/discussed at these meetings.
- Wintermester course workshops are mandatory. Students must:
 - Reserve the full two weeks of January 4 to 15, 2021.
 - Enroll in a special section of RSRC 4033. The CRN number and workshop schedule (based on student classification) will be provided in October.*

- Academic Year (August through end of spring semester in May)

- One unexcused absence from a mandatory event = one warning
- Two unexcused late arrivals or early departures (10 minutes) from a mandatory event = one warning.

Two warnings will result in immediate dismissal from the program, and the student will not receive the subsequent month's stipend or future tuition payments

Excused absences:

- Illness or emergency
- Jury duty and subpoenas



- University authorized travel (e.g. conferences)
- Religious holidays
- Military duties
- Absences that receive prior approval by BUILD Leadership. These must be requested a minimum of **one month in advance** and approval will depend on the specific circumstances.

Student must alert both the event organizer and BUILD staff by email in advance of the absence whenever possible and provide relevant written documentation as “proof”.

If advance notice is not possible, in the case of excused absences and the first unexcused absence, the student is required to contact the event organizer and BUILD staff by email no later than one day after the event to discuss the process and date to make-up the work.

Not completing the make-up work by the agreed deadline represents a warning with the subsequent consequences described above.

*Please email Fabian Barragan (fbarragan2@utep.edu) if you previously attended required COURI workshops within the past year. Fabian will verify your attendance and will notify you regarding your individual workshop requirements. *

- For UTEP BUILD students staying at UTEP for the Summer Program:

The same rules above apply for UTEP BUILD summer program participants.

NOTES:

Students will receive clear communication from BUILD whether an event is “mandatory” or not and who the organizer (point-of-contact) is.

Fabian Barragan will maintain a log of student attendance and make-up work and notify PIs if a student receives a warning.

☐ I have read, understood and received a copy of the policy above

Student Name (print) _____

UTEP ID _____

Student Signature _____

Date _____