



**Ute Tribe Education Department**  
P.O. Box 744  
Fort Duchesne, UT 84026  
Phone: (435) 722-2331 \* Fax: (435) 722-0811

**Education College Opportunity Program (EdCO Program)  
through Utah State University  
Policy and Procedures**

**The UIT Education College Opportunity Program (EdCO) is a program that will allow students to take college courses from Utah State University. If full funding is available, tuition and text books are included. Text books purchased by the EdCO program are the property of the Ute Tribe Education Department and must be returned. EdCO funded courses are taught at the Ute Indian Tribe Education Department in Ft. Duchesne.**

**1. GENERAL INFORMATION:**

- a. Courses and enrollment are open to all members of the Ute Tribe (priority registration), Decedents of the Ute Tribe—at least one enrolled parent or Ute Tribal Employees (second priority).
- b. Educational records for applicants and participating students in the EdCO program shall be maintained by the Education Department and Utah State University. This file shall be kept confidential and available only to authorized personnel (in accordance with The Privacy Act of 1947, 5 U.S.C. §552a and Family Educational Rights and Privacy Act). Authorized personnel shall be constituted as: Higher Ed. Office: Coordinator, Director, Finance Manager, and UIT Education Board Members, and Utah State University Officials. Head Start Staff records may be shared with and released, through the Head Start Director, to authorized Head Start Personnel.
- c. Any and all books or supplies purchased for the student(s) are property of the Ute Tribe Higher Education Office. These items cannot be sold, traded, or exchanged for any reason—unless given permission by the Ute Tribe Higher Education Office. Students who drop courses must return course materials, books, and supplies. Textbooks and materials must be returned at the end of the semester.

**2. STUDENT REQUIREMENTS:**

All students are required to attend every class session and adhere to instructor's attendance policies outlined in course syllabus. Any and all absences must be coordinated with course instructor. EdCO sponsorship requires a 93% attendance record.

- i. Once a week classes can only be missed 1 time during a 15-week semester.
- ii. Twice a week classes can only be missed 2 times during a 15-week semester.
- iii. Twice a week classes can only be missed 1 time during a 7-week semester.
  1. If you miss more days than is allowed during a semester, disciplinary action will be enforced. This includes evaluation of and possible termination of participation in the EdCO program. Students standing will be taken into consideration to make this determination.
  2. Rationale for Attendance Policy: University classes are very comprehensive, a lot of material is covered in each class period, all classes are connected and missing one class leaves the student without needed information to be successful during a semester.

3. All students must maintain good standing with Utah State University as defined in the University's General Catalog: <http://catalog.usu.edu> (see academic standing policy) and an acceptable semester GPA—not falling under a 2.0 (C grade average).
4. All students will be required to meet with a USU Academic Advisor prior to the start of each semester. Your USU Advisor will work with you to create a Degreeworks Plan of Study. This will help you to understand what courses and requirements need to be met for you to earn either an associate's degree or bachelor's degree in one of USU Uintah Basin campuses programs of study or to plan to transfer to. Please submit updated Degreeworks plan along with your EdCO application each year.
5. Students who fail to make adequate progress (2.00 GPA/C Grade) in their course will need to meet with the USU Academic Advisor more frequently. Please contact USU Uintah Basin Advising by calling (435) 722-1700.

Progress/grade reports shall be turned in once a month or when requested by the Higher Education Office. Students who do not demonstrate adequate progress (2.00 GPA/C Grade) in their courses will be required to meet with their instructor on a biweekly basis during their office hours.

All EdCO Program students are **required to provide and maintain an updated phone number and email address** with the UIT Ed. Dept. and USU. (Please update the UIT Ed. Dept. by submitting a new copy of this form to the UIT Department and USU through your banner student record/registration system login found at <https://my.usu.edu> .) This will help us maintain regular contact between you; as the student, USU; and UIT Education Department.

Students are required to conduct themselves in a respectful manner and comply with the University's Honor Code. They will be respectful towards their classmates as well as the instructor and authorized staff involved in the program. Always be on time, participate, complete assignments/readings in a timely manner, and complete all quizzes and tests.

To help insure your success, all students should begin to utilize Academic Success Modules provided by the university. These tools can be found at: <https://www.usu.edu/asc/studysmart/>.

### **3. DISCIPLINARY ACTIONS:**

- a. Any student who does not adhere to the attendance policy or who does not meet the requirements of the academic standing policy, will be placed on probation from the EdCO Program for one (1) year. During the probation period, students may continue to take EdCO courses on a semester by semester basis if they make adequate academic progress each semester towards good standing.
- b. Students who have been placed on probation twice may be put on EdCO program suspension. Students on probation are encouraged to meet with an academic advisor at USU during this time period to make plans for their future academic goals.
- c. Any books/materials that are damaged, lost or must be replaced will be the responsibility of the student. Student will be required to make payment arrangements with the Ute Tribe Higher Ed. Office.



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**EdCO (Education College Opportunity) Program  
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APPLICATION**

PARTICIPANT INFORMATION:

This form needs to be resubmitted every academic year.

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

USU A Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Enrollment Status:

UIT Enrolled FB# \_\_\_\_\_

1<sup>st</sup> Generation Descendant of \_\_\_\_\_ FB# \_\_\_\_\_  
and/or

Tribal Employee's Department: \_\_\_\_\_ Position: \_\_\_\_\_

**ATTACH student's Degreeworks plan, College Transcripts and CIB from UIT Vital Statistics.**

AGREEMENT:

I, the undersigned hereby agree to complete the specified program/classes satisfactorily, if for any reason I do not complete them, I will be responsible for any charges/payments due to the EdCO Program. I furthermore understand that any funds are to be utilized for the specific purpose approved by the Higher Ed. Office.

\_\_\_\_\_  
Student's Signature/Date

\_\_\_\_\_  
Supervisor's Signature/Date

\_\_\_\_\_  
Higher Ed. Coordinator's Signature/Date