

TRIO

Upward Bound

Frostburg State University

Academic Year Guidelines

2026-2027

**Upward Bound
Frostburg State University
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Academic Expectations of FSU Upward Bound Students

- Complete a rigorous secondary school program of study
- Complete at least 2 years of mathematics beyond Algebra 1; 4 years of mathematics expected for USM institutions (FSU, UMCP, TU, SU, UMBC)
- Complete 3 years of science, including at least 2 of the following courses: Biology, Chemistry, and/or Physics
- Complete at least 1 year of foreign language; 2 years of foreign language expected for USM institutions
- Complete 3 years of social studies
- Have a cumulative GPA of 2.5 or above on a 4.0 scale at the end of the school year each year of high school
- Achieve at the proficient level on state assessment in reading/language arts and math before graduating high school
- Complete the Free Application for Federal Student Aid (FAFSA) and Maryland College Aid Processing System (MDCAPS) senior year before deadline
- Enroll in program of postsecondary education by fall term following graduation from high school
- Place into college-level math and English without need for remediation in the first year of postsecondary education
- Attain either an associate's degree within 3 years or a bachelor's degree within 6 years, preferably within 2 years and 4 years, respectively

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Program Overview

Frostburg State University's Upward Bound Program is a federally funded pre-college program designed to assist and motivate qualified Allegany County students as they advance through high school. The academic year component operates as an enrichment program that provides experiences not usually available in high school settings and as a tutoring program that offers assistance in select academic areas. UB's academic year component consists of 12 Saturdays throughout the school year. On these Saturdays, students will attend enrichment classes and receive tutoring as needed. Students arrive on campus at 9:30 am and depart at approximately 1:00 pm after lunch. UB provides bus transportation for students who do not live in the immediate Frostburg area.

Classes in science, math, English, college planning, and other areas are offered on UB Saturdays. Upward Bound employs certified teachers and/or experts in their field to teach classes, conduct workshops, and tutor those UB students who are experiencing particular difficulties. Students may also be involved with special social studies or other projects that offer a multimedia approach.

In students' high schools as well as on FSU's campus, workshops, classes, and information sessions may be offered to UB students that will encompass study skills, high school curriculum planning, college applications and admittance, financial aid, and career counseling. These sessions are designed to assist UB students as they move through high school toward higher education.

Cultural enrichment programs and field trips may also be offered. These programs and presentations may take place both on and off FSU's campus throughout the year. UB students will be notified when these opportunities arise.

UB is hoping to take some students to visit other college and university campuses during the academic year as need or interest dictates. This should provide an opportunity for UB students that might not otherwise be available to them.

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Purpose of the Guidelines

The guidelines for Upward Bound students for the academic year are presented in the following pages. Students and parents/guardians need to read the information in the *Guidelines* carefully so that everyone understands what to expect from the Upward Bound Program, as well as what the Upward Bound Program expects from the students and parents/guardians.

Upward Bound Staff

Director	Tim Malloy
Assistant Director	Cassie Griffith
Academic Program Specialist	Morgan Mathews
Science Teacher	Mr. Roy Boyle
Math Teacher	Mr. Ryan Braley
English Teacher	Ms. Mollie Cavanaugh
Career Exploration Teacher	Mrs. Jenna Haberlein

School Coordinators

High School Coordinators play a crucial role in the Upward Bound Program by acting as its representatives. They convey information back and forth between the program and its students, schedule meetings in their schools to keep UB students informed of program news, work with teachers, guidance counselors, and principals to identify prospective new students, and provide information on UB members. Please feel free to contact the coordinators for information about the UB program, applications, academic problems, and so forth.

Allegany High School	Tim Murphy
CCTE	Autumn Livengood
Fort Hill High School	Abigail Twigg
Mountain Ridge High School	Leesa Blank

Program Expectations

Students and parents/guardians will be asked to sign Academic Year contracts at the beginning of each academic year. This formally continues (or begins) Upward Bound membership and reaffirms the commitment to educational growth and achievement.

Please read the contract carefully before signing it. **Contracts are to be returned to the UB office by October 24, 2026.** Missing the deadline **WILL** result in forfeiture of the student's stipend and make the student ineligible to participate in Upward Bound activities and field trips, including the Summer Residential Program.

Students are expected to sign and return stipend invoices at the beginning of the academic year. Failure to do so will result in the student not being issued stipends throughout the year. The Stipend Invoice must be on file in order for FSU to process each stipend. Students must also have a current W-9 on file for their stipend to be processed.

Academic Expectations

Upward Bound is a pre-college program, and Upward Bound students are expected to be taking a pre-college course load. We expect that you will participate fully in all organized program activities, understand and follow the program guidelines, and demonstrate a cooperative and positive spirit towards your peers and program staff. Upward Bound students are also expected to strive to meet the academic expectations established by the U.S. Department of Education (see inside cover of *Guidelines*).

Pre-College Courseload

At a minimum, all students are expected to take a pre-college course load and take courses recommended to meet the University System of Maryland (USM) admission requirements, as well as follow the Academic Expectations (AE) set forth by the U.S. Department of Education (refer to inside the front cover).

Subject Area	USM	AE
English	4 Credits	4 Credits
Social Studies/History	3 Credits	3 Credits
Math (Algebra 1, Geometry, Algebra 2)	4 Credits	4 Credits
Lab Science	2 Credits	2 Credits
Foreign Language	2 Credits	1 Credit
Academic Electives	6 Credits	6 Credits

Some students may participate in the early college program through their school. If this is the case, please let Upward Bound know as early as possible if you plan to do this. Please let your guidance counselor know that you are an Upward Bound student.

Pre-College Testing

SAT and ACT waivers are available to juniors and seniors in Upward Bound. Students may receive a total of two waivers for each test. Please note that Upward Bound can provide ACT waivers, but SAT waivers must be obtained from your school guidance counselor.

Upward Bound will assist students in registering for ACT/SAT upon request. Registration forms are available at the UB Office or online via JotForm. Please note that for UB to assist with your registration, you will need to meet with Morgan either in-person or virtually.

Upward Bound may pay PSAT and AP exam fees. Students should let the guidance counselor know that they are an Upward Bound student. Please contact the UB office if you wish to have UB pay for either of these tests.

College Planning and Financial Aid

As an Upward Bound senior, you should understand that preparing for college requires planning, responsibility, and persistence. Seniors must actively participate in the college admissions and financial aid process, meet deadlines, communicate with Upward Bound, and seek assistance whenever needed.

College Planning expectations include:

- Meeting with Upward Bound regularly about your progress
- Applying to colleges in a timely manner
- Visiting colleges
- Researching college admission requirements
- Taking the SAT or ACT no later than January 2027

Financial Aid expectations include:

- Creating an FSAID and MDCAPS account
- Completing the FAFSA by March 1, 2027
- Researching scholarships and their requirements
- Researching college costs
- Reviewing financial aid package with Upward Bound

Academic Improvement Status

Should a UB student fall below a 2.5 GPA on a given grading period or have a D/F in a class, that student will be placed on Academic Improvement Status (AIS). Students on AIS need to make sure that they meet the requirements to improve their GPA.

Beginning after the previous year's report cards are posted, those below a 2.5 GPA and/or those with a D/F must meet **monthly** (starting in September) until their quarterly GPA is above 2.5 or when there are no more D/Fs. A student can be placed on AIS at any time during the academic year.

Upward Bound, along with the student, parents/guardians, and school personnel, will be used to aid in the student's Academic Success Plan of Action. This will be designed on an individual basis. The Academic Program Specialist will initially reach out to students on AIS via email. After no response to the initial email, the student/parent will be contacted by phone. If there is still no response, Upward Bound will initiate a meeting with the student at school. Students can choose to meet in school if they prefer.

AIS students will follow the current Academic Success meeting format and use the same forms. In essence, AIS meetings are Academic Success meetings. AIS Academic Success meetings can occur in the afternoon on weekdays, on UB Saturdays, during morning school meetings, and/or during free period/homeroom in school. In the middle of a quarter, during periodic grade checks, students with an unofficial D/F can meet in the afternoon on weekdays, UB Saturdays, or in school for regular Academic Success meetings.

Individual Tutoring

Individual tutoring is available on Upward Bound Saturdays and during the week after school. Students who are experiencing difficulty in any subject area need to contact Morgan immediately to request a tutor. It is essential to request assistance before the student is at risk of failing a class. Individual tutoring is available in most subject areas.

Students should also check on the availability of tutors through the National Honor Society at their school. **Khan Academy ([khanacademy.org](https://www.khanacademy.org))** and **Allegany County Library (alleganycountylibrary.info)** also provide resources. The Allegany County Library allows students to access online resources through the **STAR Card**.

Once tutoring is arranged, it is the student's responsibility to contact the tutor if they are unable to attend a scheduled tutoring session. **If the student does not contact the tutor to cancel/reschedule the session, the student's stipend will be reduced.** Upward Bound must pay the tutor for their time and transportation costs, regardless of whether the student attends the session. UB also has volunteer peer tutors available.

UB Honor Roll

Students meeting the requirements each quarter will be on the UB Honor Roll.

- 3.0 GPA for a particular quarter
- No “D” or “F” grades in any subject area
- Positive work and social habits on report card

School Visits and Meetings

Upward Bound staff members visit Allegany County high schools frequently during the school year. The primary focus of these visits is to meet with students and check on their academic progress. UB may also meet with each school’s UB coordinator, guidance counselors, principals, and teachers. UB plans to meet with prospective new students regularly to discuss and promote the UB program.

A member of the UB staff will visit each high school the week before all scheduled UB Saturdays. The school’s UB coordinator will announce the dates and times for these meetings. At these meetings, UB announcements will be made, and academic information will be gathered from the student, as well as information about any difficulties the student may be experiencing. **These meetings are required and will be as brief as possible.** Students should bring writing utensils to the school meetings.

If a student misses their school meeting, they can still receive credit through one of the following avenues:

- Call: (301) 687-4994
- Email: upwardbound@frostburg.edu
- Completing the Virtual School Meeting Form

The following information must be included to receive credit for a school visit.

- Student’s first and last name
- Classes the student is taking, and current estimated grades
- Any area where the student needs assistance, especially tutoring
- Whether the student will attend on Saturday (if not, please state the reason)

Saturday Policies

Upward Bound students are expected to attend **ALL** the regularly scheduled Saturday enrichment programs. UB realizes that there could be potential conflicts with school activities, ACT or SATs, and so forth. These are usually considered **EXCUSED*** absences and must be accompanied by a note from a parent/guardian or school official. If a note is not received, the absence will be considered **UNEXCUSED***.

Students will not receive a stipend for a missed Saturday session, excused or unexcused, except for the SAT or ACT. Excused absences will not be held against a student regarding that student's status in the program.

What to Bring

PLEASE COME PREPARED!! Students should bring writing utensils on UB Saturdays. Students should also bring textbooks, notes, and assignments for tutoring. Please check the weather before you come to campus and dress accordingly.

Signing In and Out

Students should **sign the attendance sheet in Dunkle 218 by 9:30 am** on Saturday morning. Students should report directly to Dunkle 218 upon arrival to campus. ***If you do not sign in, you are not there!***

Students need to sign in for each of their classes, academic success meetings, and/or tutoring sessions. This ensures students receive proper credit.

Attending Assigned Classes

Students are provided with a schedule of classes each Saturday. Students are expected to attend the classes/workshops assigned. Exceptions to this are to be made only by the Director or Assistant Director.

Punctuality

Part of being a responsible student is being on time. UB expects students to be on time on Saturday mornings, to class, lunch, the bus, and so on. **Please be punctual.** UB realizes that there may be an occasion when a bus arrives late due to inclement weather and other unforeseen circumstances. If you will be arriving after 9:30 am, please call the UB Office to let us know you are on your way.

Transportation

Buses are provided for the convenience of the students to bring them to and from FSU's campus during the academic year. Students living in the Frostburg area are responsible for their own transportation. The buses will drop UB students off at Dunkle Hall and will pick them up on University Drive near Chesapeake Dining Hall. Bus schedules are issued by the program informing students of the stops and times they will be picked up/dropped off. If changes are made to the bus schedule, students will receive an updated copy.

Students are expected to conduct themselves responsibly and be considerate of others as well as the bus driver. Students being disruptive or otherwise do not behave responsibly may find themselves having to seek transportation elsewhere. There may be times when a student misses the bus for a variety of reasons. Whatever the reason, please call the UB office immediately. Depending on the circumstances, the student may still be able to get credit for attending.

We assume UB students living outside of Frostburg will be riding the buses, however, some students may prefer to provide their own transportation. This is not a problem, provided the UB transportation policy is observed.

Students are required to provide a note signed by a parent/guardian if they will not be riding the bus, be it for one Saturday or for the entire year. Students who are not on the bus list for whatever reason, and who need to ride the bus on a particular Saturday, need to let the office know that they will be riding the bus and provide a note from a parent/guardian.

Students riding with other UB students need **TWO** notes—one signed by their parent/guardian and the other signed by the parent/guardian of the driving student. This includes transporting students on campus from the Guild Center to Chesapeake Hall or anywhere else.

Notes need to be presented to Tim and Cassie during morning announcements. Calls to parents for transportation changes will not be accepted (unless it is an urgent situation).

Arriving Late and Leaving Early

Students are expected to be in Dunkle 218 by 9:30 am. Any time after that is considered late. If a student arrives after announcements, they should report to Dunkle 218 to sign in, pick up a class schedule, and quickly proceed to the assigned class. Stipends can possibly be affected by student lateness. If the bus runs late and/or arrives on campus late, students will not be penalized.

UB expects students to attend all scheduled classes and programs on Saturdays. If a student must leave early, they should try to wait until the lunch period. If a student needs to leave earlier, it should be for good reason, such as a school-related function. Regardless of the reason, a parent/guardian must provide a note. ***Students signing a parent/guardian signature on notes may lose their stipend for the quarter, and the parent/guardian will be notified.***

Dress Code

Students are to follow the UB dress code from the time they step on the bus on Saturday morning until they exit the bus on Saturday afternoon. This also includes off-campus activities and field trips.

Clothing must be sufficient to cover ALL undergarments and adequately cover the stomach, back, butt, and chest.

No clothing or accessories may be worn that depict alcohol, tobacco, drug use, violence, profanity, sex, bigotry, or discrimination of race, ethnicity, religion, gender, or sexual orientation.

Student Conduct

Upward Bound students are expected to conduct themselves in a mature, respectful manner in all aspects of the program. While riding the bus, taking classes on campus, using the library, eating in the cafeteria, or interacting with others, students are representing the program.

Be Respectful and Quiet on Campus: UB is not the only group of people using campus on Saturdays. No running or horseplay anywhere. Profanity is not acceptable.

Treat Others with Consideration and Respect: Any student who mistreats another student physically or verbally places themselves in serious jeopardy with the program.

Electronics should be silenced and put away: Cell phones, laptops, smart watches, etc. should not be used during UB unless a student is instructed to use a device. **Headphones/earbuds are not allowed.**

UB Cancellations

If severe weather conditions exist, Upward Bound will cancel its Saturday program and try to reschedule it at a later date. As soon as the decision has been made to cancel the program, UB will broadcast the closing on local radio stations, have announcements made in schools (if decided on Friday), and post on the UB Facebook page and Band App.

If students are unsure if Upward Bound is canceled, call the Upward Bound office at (301) 687-4994. The voicemail message will be changed to let students know that Upward Bound has been canceled. If the voicemail system is not working, contact campus police at (301) 687-4223.

Miscellaneous

Students are required to notify the Upward Bound office **IMMEDIATELY** if any of the below changes occur.

- Students are expelled or placed in an alternate educational program by the Allegany County Board of Education. If UB is notified, it will continue to help the student work towards successful continuation. **Failure to notify UB may result in loss of stipend or termination from the program.**
- Student transfers to another school, including homeschooling.
- Student and parent/guardians change address, phone number, or email.

Publicity

There may be times when the Upward Bound Program utilizes student pictures for news releases, brochures, the newsletter, website, or other miscellaneous publications regarding the UB Program. Should parents/guardians and/or students object to this and not wish to have the student's picture used in this manner, please indicate this in writing to the Director.

Field Trips and Events

Upward Bound may pay for some student field trips and/or events taking place through the student's school or events on the FSU campus. Prior approval from the Upward Bound office is required, so please contact the UB office as soon as possible to request payment for a field trip or event.

Upward Bound will schedule field trips, college visits, or events throughout the Academic Year. To attend events with Upward Bound, students will be required to submit an updated medical form.

Stipends

Student stipends **MAY** be awarded on a **SEMESTER** basis. Each 9-week marking period will be considered, as well as the semester. The first semester stipends will be processed after Upward Bound receives semester grades at the end of the second marking period. Second-semester grades will be processed in August after the completion of the Upward Bound summer program. **The amount of the budgeted stipend money available may limit stipends.**

Students MAY earn up to \$60 per quarter, provided they meet the Upward Bound Academic Expectations and the terms of their contract. This may be particularly significant for seniors who may have decided not to pursue a challenging senior year.

Deductions to the stipend may happen due to (but not limited to) the following reasons:

- Poor work habits/social skills on report card
- Excessive school absences
- Poor performance in UB Saturday classes
- Not attending assigned UB Saturday classes
- Violation of any UB policy
- Failure to return signed Academic Year Contract on time
- Failure to meet the conditions of the Academic Year Contract, including not taking the PSAT, SAT, or ACT

If a student's GPA falls below 2.5 for any given marking period, the stipend may be forfeited or held for that marking period. If a student has contacted UB regarding academic difficulties and tutoring is arranged through the school or UB, and every effort is being made to improve grade(s), the stipend **MAY** not be reduced. **Stipends will be reduced \$10 for each "F" grade and \$5 for each "D" grade. Stipends will also be reduced by \$5 for each school meeting missed and \$15 for each Saturday missed.**

Summer Program

Attending the summer program on the campus of Frostburg State University is not a given. It is an earned privilege. In the spring, Summer Invitation Forms will be sent out to students. Once the completed forms have been received, they will be reviewed.

Acceptance to the Summer Program depends on:

- Receipt of Summer Invitation Form by the deadline
- Satisfactory Academic Year grades
- **Academic Year Contract on file**
- Adherence to Academic Year Contract and Academic Expectations
- Completion of required pre-college tests: ACT, PSAT, or SAT
- **Acceptable attendance on UB Saturdays and school meetings (Typically at least half of each)**
- Number of spaces available based on UB budget
- Prior summer performance and behavior

Students not attending the summer program for whatever reason **MAY** be able to complete independent study or enroll in Original Credit Summer School.