LEARNING CONTRACT

By signing this form I acknowledge that I have downloaded a copy of The National Graduate School of Quality Management (NGS) – Catalog and Student Handbook and I accept responsibility for the information presented. I agree, I have read the entire handbook and will abide by the policies and procedures and requirements as outlined in the student handbook. I understand that I am responsible for following the most current handbook. I acknowledge that The National Graduate School has provided me with the opportunity to attain a college e-mail account and to enroll in the NGS Portal for my courses. I also acknowledge that The National Graduate School’s e-mail account is the formal method of communication with the school and I am therefore responsible to obtain and actively monitor information conveyed via BOTH of these forms of technology. I agree to abide by the policies and procedures as outlined in the student handbook and the learning contract:

I ________________________________ have downloaded a copy of The National Graduate School of Quality Management Catalog and Student Handbook and accept responsibility for the information presented therein.

_____________________________________
Signature Date

_____________________________________
Student Services Date

(Copy of signed form must be included in student file before the end of the first semester.)
NGS Learning Contract and Classroom Conduct Policy

The National Graduate School (NGS) takes its responsibility to educate adult working professionals very seriously. Faculty are committed to supporting student success, and providing remedial interventions, when needed. However, the school recognizes that there will be a small number of students for whom it becomes clear that transitioning out the school is necessary. NGS has written the student handbook and this learning contract that reflects school guidelines and policies, as well as the procedures that will be followed in response to academic, personal, and/or professional student-related concerns that may arise. During the new student orientation session the handbook and this learning contract will be discussed and all students will sign and receive a hard copy of the contract. Students must sign and receive a copy of the learning contract to continue to take courses at NGS. A signed copy of the contract will be put in the student’s file. Students should consult the latest copy of the student handbook for important information regarding current academic policies, procedures and forms. Students should be mindful that the school provides updates of the handbook annually and are expected to abide by the most current version of the handbook.

Because all students and faculty at The National Graduate School are entitled to a positive and constructive teaching and learning environment either in the classroom or online, NGS students are prohibited from engaging in behavior or activity that causes the disruption of teaching, learning, research or other academic activities necessary for the fulfillment of the school mission. If disruptive behavior occurs, whether in the classroom or online, faculty members have the right to remove students from the classroom.

Examples of disruptive behavior may include, but are not limited to, using inappropriate language directed at a group or individual, unsolicited talking in class, sleeping in class, inappropriate use of college email, using or activating cell phones, and/or failing to comply with the legitimate request of an NGS faculty member. If students exhibit disruptive behavior, faculty members will ask the students to leave the classroom environment and will indicate the appropriate conduct to be able to return to class. If the student returns to the classroom but subsequently continues to engage in disruptive behavior the
A faculty member will forward written documentation to the dean of academic affairs and student services, who will consult with the student to review the matter and determine an appropriate course of action. While the courses of action may vary, they may include referral to advising or counseling, reduction in grade, withdrawal from the course, or academic probation.

If students do not comply with the course of action and continue to engage in disruptive behavior, students may be withdrawn from the program and school after a review by the student affairs review board. This action may have implications for the student’s full-time status or financial aid. The president of NGS will act as the sole and final appeal for any decisions made by the dean of academic affairs and student services and the student affairs review committee.