

Student Responsibility & Program Accountability Statement

At the end of each semester, EOPS evaluates student’s progress for successful completion of the Mutual Responsibility Contract (MRC). This policy statement addresses the responsibilities of students and how the program will hold the student accountable for participation in the EOPS Program.

Enroll in and complete 12 units each semester, excluding summer sessions and if you have an approved ASC, EOPS or NextUp unit waiver on file.

All students are required to enroll in 12 units per semester. If you participate in the ASC program, you may request a reduced course load unit waiver from an ASC counselor. If you are a Guiding Light student with an NextUp unit waiver you are responsible for meeting the requirements of that waiver agreement. Students who complete less than 12 units at the end of each semester without prior approval from an EOPS Certified Counselor or the EOPS Director will be placed on intervention for the following semester. If you are already on intervention, you will be dismissed for the following semester.

Maintain a 2.0 semester GPA each semester and demonstrate academic progress as determined by the academic policies of MSJC and EOPS.

If you receive less than a 2.0 at the end of a semester, you will be placed on intervention; if you are already on intervention, you will be dismissed from the program at the end of the semester.

Registering for classes not a part of your educational goal/program of study or dropping classes without consulting with an EOPS Certified Counselor.

You will be placed on intervention in the following semester. If you are already on intervention, you will be dismissed from the program at the end of the semester. Before making any changes to your semester schedule, you must speak with an EOPS Certified counselor. Adding and Dropping classes can negatively impact your financial aid and MSJC policies.

Schedule an appointment with an EOPS Certified Counselor for your 1st, 2nd, and 3rd contact appointments (4th if needed) each semester. Each contact must be completed during the specific time frames during the semester. Please refer to your semester syllabus for these dates. You may schedule appointments online, in the office, or over the phone.

- It is the EOPS student’s responsibility to schedule their EOPS counseling appointments each semester.
- If a student is unable to attend their scheduled appointment, they must cancel the appointment no later than one hour before the appointment time.
- If a student misses an appointment this is considered a “no show” and you will receive an email and/or text regarding the “no show”.
- If a student “no shows” for a second time in the same semester, the student will be placed on intervention for the following semester.
- If a student “no shows” for a third time in the same semester, they will be dismissed at the end of that semester.
- If the student is currently on intervention, this will be grounds for dismissal from the program.
- If a student is 10 or more minutes late for a scheduled appointment this will be considered a “no show” for that appointment.

Declare your major/academic/career goal by the end of the second semester in EOPS.

If you begin EOPS as an undecided student, through academic and career advisement from an EOPS Certified Counselor, you will be given time to explore your program of study options. During your 3rd contact of your second semester in EOPS, you must decide on a program of study and educational goal. Students will be given additional resources to help them develop their program of study and educational goals, as needed.

Use your EOPS book voucher and/or grant only for the textbooks that are required for your registered classes each semester you are enrolled in EOPS.

You will be dismissed from EOPS/CARE if you are caught purchasing books for other students, or any fraudulent practice pertaining to your book grant.

Intervention Limitations & Expectations

If you are placed on intervention, you will:

- Complete a 4th contact for the semester
- Complete all contacts in person for the semester
- Not receive a book voucher for the semester. EOPS will purchase your textbooks for you and you will be expected to return the books at the end of the semester.

Automatic Dismissal will occur if:

- Students are caught cheating or committing fraud with EOPS benefits/funds.
- Students display abusive behavior towards EOPS staff/faculty, other students, or in the EOPS Offices.
- Students do not comply with supplemental contracts, strategies for improvement, or display other behaviors at the discretion of the EOPS Director.

Right to Appeal

Appeals will be considered only if the student can prove that unusual circumstances contributed to the compliant issue. Appeal acceptance is not guaranteed and is contingent on program budget availability and EOPS director discretion. Appeals are submitted electronically during a specific time each year and are located on the EOPS website under EOPS Forms.

All policies are subject to change at any time based on program needs. This policy is effective until completion, exit, or dismissal from the EOPS program.

Student Signature _____ Date _____ ID# _____

EOPS Counselor/Director _____ Date _____ Term _____