

EOPS/CARE Student Policy 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 students who have not completed the EOPS/CARE MRC and/or guidelines set forth by the EOPS/CARE Program.

- 1. Enroll in and complete 12 units each semester, (excluding summer sessions) unless a unit waiver is approved by the EOPS/CARE counselor or director each semester. If you are a student in the Disabled Students Program and Services (DSPS), see the EOPS counselor regarding units.**

All students are required to enroll in 12 units per semester. If you participate in the DSPS program you may be able to have a reduced course load recommended for you by a DSPS counselor. Students who complete less than 12 units at the end of each semester, and do not have prior approval from the EOPS Counselor will be placed on intervention for the following semester; if you are already on intervention, you will be dismissed for the following semester.

- 2. Maintain a 2.0 semester GPA each semester and demonstrate academic progress as determine by the academic policies of MSJC and EOPS/CARE.**

If you complete 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.

- 3. Adding or Dropping classes without consulting with an EOPS/CARE counselor will place you on intervention in the following semester; if you are already on intervention this is grounds for dismissal from the program at the end of the semester.**

- a. Before making any changes to your semester schedule, you must speak with an EOPS/CARE counselor.
 - i. Adding and Dropping classes can negatively impact your financial aid and MSJC policies.

- 4. Schedule an appointment with an EOPS/CARE counselor for two counseling contacts first and third (fourth if needed) each semester. Each contact must be done at specific times during the semester. Please refer to your semester syllabus for these specific time frames. You may schedule appointments online, in the office, or over the phone.**

It is the EOPS/CARE 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 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.

- a. 1 no show = warning
- b. 2 no shows = student will be placed on intervention the following semester; (if already on intervention then dismissal for the following semester)
- c. 3 no shows = student is dismissed

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

If you begin EOPS/CARE as an undecided student, through academic and career advisement from the EOPS counselors, you will be given time to explore your program of study options. During your 3rd contact of the second semester you have been in EOPS/CARE, 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.

- 6. Use your EOPS/CARE book grant only for the books that are required for your registered classes each semester you are enrolled in EOPS/CARE.**

- a. 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.

- 7. Automatic Dismissal will occur if:**

- a. Students who are caught cheating or committing fraud with EOPS/CARE benefits/funds or who display abusive behavior towards EOPS/CARE staff/faculty or in the EOPS center.
- b. Students who do not comply with supplemental contracts, strategies for improvement, or other behaviors as deemed necessary by the EOPS/CARE director.

- 8. 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/CARE director discretion. Appeals are submitted electronically during a specific time each year, and are located on the EOPS website under 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/CARE program.

Last name _____ First name _____ ID# _____ date: _____

Student signature _____ EOPS staff: _____ date _____