Mutual Responsibility Contract

I, ___________________________ student ID# ______________________ understand as a participant in good standing that I am eligible to receive support services from the Extended Opportunity Programs & Services (EOPS) and that these services will include some or all of the following:

♦ Academic and Supportive Counseling
♦ Priority Registration (16 units max)
♦ Guidance 2: Essentials for Student Success
♦ Cultural Awareness Activities

♦ Book Service to Assist in Purchasing or Renting Textbooks *Chaffey College Bookstore only
♦ Parking Permit or Transportation Fee

Please Note: Services are contingent upon budget availability.

To maintain participation in good standing I understand that I must:

(Please Initial)

_____ Maintain Full Time (12 units) enrollment each Semester

_____ Maintain satisfactory academic progress as determined by Chaffey College and EOPS
   – 2.0 GPA and 50% completion of coursework attempted

_____ Enroll in and complete Guidance 2, Essentials for Student Success, with a grade of C or better during your 1st semester.

_____ Must complete a comprehensive educational plan within 1st semester with an EOPS counselor.

_____ Enroll only in those classes designated by my EOPS approved Educational Plan.

_____ Obtain written approval from an EOPS counselor BEFORE dropping a class or modifying my educational plan and communicate changes in person.

_____ Commit to a primary campus for counseling services (Rancho, Fontana, Chino).

_____ Participate in a Start Term (Sept. & Feb.), Mid Term (Oct. & March), and End Term (Nov. & April) Interview each semester. It is my responsibility to contact EOPS to schedule these appointments during the appropriate time.

_____ Attend all scheduled appointments for designated time frame. I must check in 10-minutes prior to scheduled appointment.

_____ Cancel or reschedule appointments I am unable to attend 24 hours in advance. A combination of more than two (2) no-shows, same day reschedules, or cancellations per semester will result in a warning letter.

_____ Rent first when using my book service, if eligible for book rental. Purchase only my required textbooks each semester.

_____ Notify Chaffey College Admissions & Records and EOPS of any changes in my name, address, telephone, or enrollment status.

_____ Read and comply with the EOPS Policy Statement.

_____ EOPS, CARE, DREAMers, and Scholars (if applicable): Engage with designated program activities/workshops. (Contact designated program staff regarding additional requirements.)

I, ___________________________ understand that I will no longer be eligible for EOPS once I complete 70 college degree applicable units or 6 semesters in EOPS, whichever is more beneficial to student

Student’s Signature    Date

Orientation Staff    Date

EOPS Counselor    Date

Guidance 2 will be completed

_______semester 20_____

White - Student File    Yellow - Student
EOPS Student Policy Statement

*This statement of policy addresses student failure to comply with the EOPS contract and/or other guidelines set forth by the EOPS Program.

◆Failure to complete start term, mid term, or end term (if all appointments are missed will result in dismissal)
◆Dropped classes without consulting with EOPS counselor
◆More than two (2) no shows/reschedules/cancellations combined in one semester
◆Failure to complete Guidance 2 in 1st semester.

Any individual violation above will result in the steps outlined below.

➢ 1st violation
   Student read and sign a warning letter

➢ 2nd violation
   Student will be dismissed

◆Completed semester with less than a 2.0 gpa – student must demonstrate academic progress

➢ 1st violation
   Student will read and sign a warning letter. Must additionally meet with EOPS counselor, Success Guide, or attend a workshop/activity for students on probation to discuss strategies for improvement.

➢ 2nd violation (student may be dismissed)
   Action taken will be at the counselor’s discretion based on student’s effort to comply with strategies for improvement (may be listed on supplemental contract). Academic progress must be reflective in order to maintain good standing

◆Right to Appeal

In any/all of the above circumstances, the student shall have the right to appeal. Appeals will be considered only if the student can prove that unusual circumstances contributed to the compliance problem. Appeal acceptance is not guaranteed and is contingent on program budget availability.

◆Reinstatement (if approved)

➢ Student may be required to sit out one semester.

➢ Student must requalify for EOPS according to the Promise Grant (formerly BOGG).

➢ Student must meet with an EOPS counselor to prepare a supplemental contract.

◆Failure to comply with supplemental contract or counselors strategies for improvement

➢ Student will be dismissed (exception may be made in case of low gpa)

◆Automatic Dismissal

Students who are discovered cheating or committing fraud with EOPS benefits/funds or who display threatening/abusive/disrespectful behavior toward EOPS staff/faculty or in the EOPS center will be automatically dismissed from the EOPS Program and will not be eligible for reinstatement.

*Policy is subject to change at any time based on program needs. EOPS counselor discretion may be referenced when appropriate per California Community College Chancellor’s Office.

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