



Glendale Community College
Extended Opportunity Programs and Services

1500 North Verdugo Road
Glendale CA 91208
Phone: (818)240-1000 Ext.6900

EOPS MUTUAL RESPONSIBILITY CONTRACT

Academic Year: 2019-2020

Your educational needs while with the EOPS program are our primary concern. To better meet your needs, EOPS offers comprehensive services outlined below. This contract includes your student responsibilities while with the EOPS program. Given your full participation in the program and adherence to this contract, we will do our best to provide you with the services and programs for which you qualify. The services may vary year to year, depending upon services available at our campus and our program budget.

EOPS may recommend or provide the following support services:

Intake Counseling ♦ Academic Counseling ♦ Priority Registration ♦ Group Counseling ♦ Career Planning ♦ Assessment ♦ EOPS Book Voucher ♦ EOPS Grant ♦ Preparation of Student Educational Plan (SEP) ♦ SEP Updates for Each Term of Attendance ♦ Tutoring ♦ Improving College Performance and Special Topic Workshops ♦ College Orientation Course for Incoming Students (ST.DV. 100) ♦ Improving College Performance Course (St.Dv.141) ♦ Student Progress Monitoring ♦ CARE Program Services ♦ University Transfer Services ♦ University Application Fee Waivers ♦ Emergency Loan

To be in good standing with EOPS, I agree to:

1. Complete at least six units each semester as a new or continuing EOPS student.
2. Meet with an EOPS counselor to establish my educational goal and develop my Student Educational Plan (SEP).
3. Make progress toward my educational goal by closely following my SEP. If placed on probation, follow my EOPS probation contract.
4. Meet with an EOPS counselor or designated EOPS advisor at least three times each semester and one time during each intersession, if registered. Using MyGCC, monitor my counseling contact record and my program standing with EOPS.
5. Meet all the requirements listed in the EOPS Academic Standing Report, under the To Do List.
6. Enroll consecutively every semester until I reach my educational goal. Attendance during the short sessions is not required.
7. Apply for state and/or federal financial aid and provide all the necessary income documentation as required by the financial aid office.
8. Successfully complete the Student Development 100 (St.Dv. 100) within two terms of acceptance into the program.
Last term the required St.Dv. 100 course will be accepted is: (_____)
9. Set up my GCC student email account. Read EOPS emails and website information frequently for updates on program policies and services.
10. Participate in the advising workshops, group counseling, basic skills instruction, transfer services, career and employment services, supplemental instruction (SI) and tutoring as recommended.
11. Notify the EOPS office of any changes in my class schedule, name, address, or telephone number.
12. Authorize the EOPS program to share my book voucher information, including my name, student ID, student email address, and the book voucher amount with the bookstore for the purposes of expediting and monitoring the EOPS book services.
13. Authorize the release of information to EOPS from other programs and services, on and off campus, for the purposes of determining my eligibility for the program, and monitoring my academic progress.

Limitations on Eligibility:

Grant: To be considered for the EOPS Grant, the students must: Be in good standing with EOPS ♦ Have completed three counseling visits and at least six units the previous semester ♦ Be enrolled in at least six units ♦ Have a Financial Aid Award Notification with remaining need determined ♦ Have sufficient unmet need as determined by the GCC Financial Aid Office ♦ Not be on Satisfactory Academic Progress Dismissal or Term Dismissal. For details, refer to the [EOPS Grant Policy](#).

Book Service: To be considered for the EOPS Book Service, the students must: Be in good standing with EOPS ♦ Have completed three counseling visits and at least six units in fall for the following spring and summer terms ♦ Have completed three counseling visits and at least six units in spring for the following fall and winter terms ♦ Have sufficient unmet need as determined by the GCC Financial Aid Office. For details, refer to the [Book Service Policy](#).

Units: Students who do not enroll in a primary semester, or enroll but drop all units by the first census date, will be exited from the program.

Contacts: Students who do not meet with an EOPS counselor at least once during the primary semester will be exited from the program.

Out of Compliance and EOPS Probation Status: Students who do not fulfill all the responsibilities in this contract will be out of compliance with the Program, and be placed on probation status with EOPS. These students will not be considered for the EOPS Grant and EOPS Book Service. Students, who are placed on EOPS probation for two consecutive semesters and continue to be out of compliance during the third semester, will be exited from the program.

Six-semester Limit: A continuing student may not exceed six semesters of continuous participation with EOPS and continue to receive EOPS services.

I understand that failure to meet the terms of this mutual responsibility contract may result in my exclusion from the program before I reach the six-semester limit. I have read and understood the EOPS requirements, benefits and services listed above. I agree to abide by these requirements. I understand that failure to fulfill my responsibilities as listed on this contract can result in dismissal from EOPS, cancellation of further services or other appropriate action as determined by the EOPS Director.