

West Los Angeles College
Extended Opportunity Program and Services
MUTUAL RESPONSIBILITY CONTRACT

I, Last Name: _____ First Name: _____ Student ID: _____

1. Will fulfill three contacts per semester (a total of six per year): (1) SEP with an EOPS Counselor; (2) In-Term Progress Contact; and (3) Exit Contact with an EOPS Counselor.
 - a. Students who fail to complete any contacts will not receive EOPS services the following semester and will need to sit out a semester before reapplying.
 - b. Students who do not complete all 3 contacts during the semester will be placed on EOPS probation the following semester. Failure to complete all 3 contacts while on probation will result in being exited at the end of the probation semester.
2. **Will** see an EOPS Counselor for the purpose of developing and changing my Student Education Plan (SEP) and understand that the SEP contact credit is only given by an EOPS Counselor.
3. **Will** follow my Student Education Plan (SEP).
4. **Will** maintain a minimum of 12 semester units (per semester) with a minimum 2.0 grade average.
5. **Will** contact the EOPS Counselor or Designated Staff member when I encounter difficulties (academic or financial aid).
6. **Will** notify the EOPS office on any changes in class schedule, units, phone number or address.
7. **Will NOT** misuse book services award. Any student caught misusing book services may immediately be dismissed from the program.

Misuse includes:

 - a. Purchasing books for someone else.
 - b. Purchasing books and then requesting reimbursement for those books from other programs including the Department of Public Social Services through Cal WORKS ancillary requests.
 - c. Purchasing books and then selling the books to someone else.
 - d. Any fraudulent activity may warrant dismissal from the EOPS program indefinitely and subject to disciplinary action from the college.
8. EOPS agrees to provide the following mandatory services to support you in your efforts to maintain good academic standing: counseling, orientation, book services, priority registration and appropriate referrals.
9. I understand I am eligible for the EOPS program and benefits until I complete 70 degree applicable units or complete 6 consecutive semesters in the program, whichever comes last.
 - a. High unit majors: Students that declare a high unit major (which is approved by the Chancellor's Office) may extend their EOPS services. Students must declare this major prior to completing 30 degree applicable units.
 - b. If the student begins the program as a high unit major and then switches to a major that is not a high unit major, their eligibility in EOPS will end once they complete 70 degree applicable units or 6 semesters in the program.
10. I hereby authorize the release of information from the College to EOPS staff for the purpose of monitoring academic progress and program evaluation.
11. Students who withdraw completely from their courses during a semester will not be guaranteed services in the following semester. They will have to apply for reinstatement and possibly be placed on a waiting list.
12. The EOPS/CARE/CAFYES Director may restrict any or all EOPS/CARE/CAFYES services if there has been a violation of the Mutual Responsibility Contact.
13. Concurrent Enrollment Policy: A student may be concurrently enrolled at West Los Angeles College and another college within the Los Angeles Community College District (LACCD) and receive EOPS services as long as:
 - a. West Los Angeles College is the primary school of attendance as determined by the financial aid office.
 - b. The student is enrolled in a combination of 12 units in LACCD.
 - c. The student only participates in EOPS at West Los Angeles College.

I understand that failure to fulfill the EOPS Mutual Responsibility Contract could result in my termination from the EOPS Program, or other appropriate action as determined by the EOPS Director (i.e., withholding EOPS services or grants). I will comply with the EOPS compliance policies.

Student Signature

Date

EOPS Director/Designee Signature