

Mutual Responsibility Contract

I understand that the EOPS office will provide support services (counseling & advisement, tutoring, orientation, registration assistance for priority enrollment, and assistance with university transfer) necessary to assist me in achieving my educational goals at Allan Hancock College. I understand that if I am accepted into the EOPS program, it is my responsibility to comply with the following program rules:

- As a new incoming EOPS student, I am required to enroll in at least twelve (12) units of approved classes per semester as outlined on my Student Education Plan (SEP) by an EOPS counselor. I will only be funded for those courses outlined on my SEP. If I drop below twelve units and fail to inform the EOPS office, I can be terminated and/or required to repay all previous awards for that academic term.
- As an EOPS student, I am required to complete a financial aid application (FAFSA/CA Dream Act) **every academic year**.
- I must attend the mandatory EOPS orientation during my **first semester** in the program.
- I will meet with all EOPS staff as required (**two EOPS academic counselor visits and a third visit with a counselor, specialist, or peer advisor each semester as required by Title 5**). Failure to meet with my EOPS counselor and/or other EOPS staff for all scheduled appointments will result in the interruption and/or termination of my funding and/or services.
- I understand that two missed appointments in one semester may result in the suspension of services and funding, which will require a meeting with the EOPS director/coordinator.
- I must notify the EOPS office of any changes to my address and/or telephone number. I must also make these changes in the myHancock portal.
- I must maintain satisfactory academic progress each semester in the units for which I enroll, and complete those units for which I am funded and/or receiving services, with a C average (2.0 GPA) or better.
- It is my responsibility to promptly submit any documents requested by the EOPS office and to report any changes to my class schedule, number of units enrolled, and student education plan (SEP).
- It is my understanding that my counselor's role is solely to provide recommendations based upon the information available and/or provided by me at the time of our meeting. It then becomes my responsibility to act on those recommendations and complete any other necessary follow-up. Any change that I make to my educational plan becomes my responsibility.
- I will attend tutoring sessions or access other student services as recommended by the EOPS counselors and staff.
- Once I achieve 70 degree applicable units or complete six consecutive semesters I understand that I will no longer be eligible for EOPS/CARE services.
- If I fail to comply with program requirements I will be terminated from the program and reinstatement must be negotiated with the program director.