



## EOP&S/CARE Compliance Policies

1. **The EOPS/CARE Director may restrict any or all EOPS/CARE services if there has been a violation of the Mutual Responsibilities Contract that is signed by the student at orientation.**
2. **Book Award Amounts:** Effective fall 2010, students must complete a minimum of 12 units with a letter grade and complete all three required contacts in the current semester in order to receive the full amount of book money in the following eligible semester.

Probation and DSPS students who enter the semester with a pre-approved reduced course load must complete all units within that reduced course load plus complete the three required contacts or also risk receiving a reduction in book services in the following eligible term.

3. **3 missed contacts:** Students who fail to complete all three contacts will not be allowed to return the following semester.
4. **2 missed contacts:** Students who fail to complete two contacts will have their file reviewed by the Director to determine eligibility and level of service. The Director will look at several criteria including, but not limited to:
  - Missed contacts in previous semesters
  - GPA
  - Units completed

Students who are determined ineligible to participate in the next term by the Director will receive a letter along with a petition should they choose to appeal the decision.

5. **Miss 1 contact:** Students who miss one contact will be given a verbal warning.
6. **Book shelf warning:** Students who are allowed to remain in the program will be issued a written warning. They must complete all contacts in the current semester or they will be limited to borrowing books from the book shelf. They will not receive a book approval form.
7. **DSPS students:** DSPS students that would like to participate in EOP&S must be enrolled in a **minimum of 6 units**. In order to comply with the EOP&S Implementing Guidelines, these units must be *"necessary to meet the student's educational needs and goals."* The units may include COUN and DSPS classes. Physical Education classes may count towards the 6 units only if the PE requirement for graduation has not already been met. The semester and unit limitation may be extended if the student is considered a high unit major.
8. **Progress reports:** Progress reports must be turned in by the deadline and must be complete (have signatures from all instructors). For online classes, an e-mail from the instructor or a printout of grades to date from blackboard will be accepted. Students enrolled in late start classes are required to complete a second progress report for those classes.



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9. **CARE policy:** CARE students must complete 10 points by participating in CARE/CalWORKs workshops and events. Students who fulfill the 10 point requirement are automatically eligible to participate in the program in the following term. Students who complete 6-8 points will be evaluated on a case by case basis to determine continued eligibility. Students who earn 0-4 points will not be eligible to continue in the CARE program in the following term. These students may still be eligible for EOP&S services depending on successful completion of the three EOP&S contacts.
  10. **Book loan:** Students must return book(s) borrowed from the EOP&S book shelf by the due date listed. Failure to do so will result in ineligibility for book services in future semesters and a hold may be placed on the student's record. If book(s) are not returned due to loss, the dollar value of the book(s) at the time of check out will be deducted from a future book service allotment. The reselling of any loaned EOP&S book is strictly prohibited and is grounds for immediate dismissal from the program.
  11. **Misuse of Book Services:** Any student caught misusing EOP&S book services may immediately be dismissed from the program. Further action may be taken by the Dean of Students. Examples of misuse of book services includes, but is not limited to:
    - Using the book approval form to buy books in the current semester and then selling them back through book buy back before the end of the term.
    - Using the book approval form to purchase books for someone else.
    - Using the book approval form to purchase books and then requesting reimbursement for those books from other programs including the Department of Public Social Services through CalWORKs ancillary requests.
- Any fraudulent activity may warrant dismissal from the EOP&S program indefinitely.**
12. **High unit majors:** Students that declare a major which require more than 70 units to complete, including courses for the major, prerequisites, and general education, will be coded as a high unit major. These students may receive EOP&S services until they complete 90 degree applicable units or 8 semesters. Students must declare this major when they enter the program. 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 EOP&S will end once they complete 60 degree applicable units or 6 semesters in the program.
  13. **Withdrawing from semester without notifying EOP&S:** Students who withdraw completely from their courses and do not notify EOP&S will not be guaranteed services in the following semester. They will have to apply for reinstatement and possibly be placed on a waiting list.