

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Extended Opportunity Programs and Services (EOPS) include the following.

1. Staffing and program management

- a. EOPS staffing shall be provided by certificated directors, instructors and counselors and other support staff employed by the Governing Board of the District. All staff funded by EOPS who are not supervised by the EOPS Director shall be accountable to the EOPS Director for services rendered to EOPS students pursuant to the approved EOPS program plan.
- b. EOPS Directors have direct interaction with any and all staff associated with the EOPS Program; this statement also applies to staff functions funded by the District.
- c. All staff funded by EOPS are not necessarily directly supervised by the EOPS Director, however they must be accountable to the EOPS Director for the services they provide to EOPS students.
- d. A reporting relationship must exist between any staff assigned EOPS specific duties regardless of funding, and the EOPS Director, to insure that activities paid for by EOPS are in fact EOPS specific, and that program information is readily shared.

2. Documentation and data collection system

All counseling and advising contacts must be documented. The student's file must have an EOPS application, Educational Plan, and mutual responsibility contract. The documentation in an EOPS student's file should have the necessary information cited above, and it should be signed by the appropriate college staff, i.e., EOPS Director, EOPS counselor or regular college counselor, along with the signature of the student to whom services were provided.

3. EOPS Advisory Committee

- a. Each EOPS program shall have an Advisory Committee appointed by the President of the college upon recommendation of the EOPS Director. The purpose of the Advisory Committee is to assist the college in developing and maintaining effective Extended Opportunity Programs and Services.
- b. In order to operate effectively and in the best interest of the EOPS Program, the Advisory Committee should be representative of the people with whom EOPS staff and students are in contact on a regular basis. Regulations require that the committee meet at least once each academic year. To be effective, it is recommended that the committee meet twice or more during that time.

4. A full-time director

Each college receiving EOPS funds shall employ a full-time EOPS Director to directly manage and/or coordinate the daily operation of the programs and services offered, and to supervise and/or coordinate the staff assigned to perform EOPS activities. Colleges having less than full-time EOPS Director positions may continue such positions upon approval of the State Chancellor.

5. Eligibility criteria

To receive authorized programs and services, a student must:

- a. Be a resident of California pursuant to the provisions of Part 41 commencing with Section 68000 of the California Education Code.
- b. Be enrolled full-time when accepted into the EOPS Program. The EOPS Director may authorize up to 10% of EOPS students accepted to be enrolled for 9 units.
- c. Not have completed more than 70 units of degree applicable credit course work in any combination of post secondary higher education institutions.
- d. Qualify to receive a Board of Governors Fee Waiver pursuant to Title 5, Section 58620(1) or (2).
- e. Be educationally disadvantaged as determined by the EOPS Director or designee. In making that determination, the EOPS Director shall consider one or more of the following factors:
 - (1) not qualified at the college of attendance for enrollment into the minimum level English or mathematics course that is applicable to the associate degree;
 - (2) not have graduated from high school or obtained the General Education Diploma (G.E.D.);
 - (3) graduated from high school with a grade point average below 2.50 on a 4.00 scale;
 - (4) been previously enrolled in remedial education; or
 - (5) other factors set forth in the District's plan submitted to the Chancellor pursuant to Title 5, Section 56270 of this part.

6. Student responsibility requirements

To remain eligible to receive programs and services, students shall:

- a. apply for state and/or federal financial aid pursuant to the applicable rules and procedures of the college of attendance;
- b. maintain academic progress towards a certificate, associate degree, or transfer goal pursuant to the academic standards established by the college of attendance applicable to all credit enrolled students;
- c. file an initial EOPS application and complete and adhere to a student educational plan and an EOPS mutual responsibility contract for programs and services; and
- d. within two months of acceptance into the EOPS program, provide income documentation from state or federal income tax forms, or public assistance documentation pursuant to Title 5, Section 58620 (2) of this part, or other documentation as required for financial aid by the college of attendance.

7. Recruitment, outreach services, orientation, and registration assistance

Each college receiving EOPS funds shall provide access services to identify EOPS-eligible students and facilitate their enrollment in the college. Access services shall include at minimum:

- a. outreach and recruitment to increase the number of potential EOPS eligible students who enroll at the college;
- b. orientation to familiarize EOPS eligible students with: the location and function of college and EOPS programs and services; the college catalog, application, and registration process, with emphasis on academic and grading standards, college terminology (e.g., grade points, units), course add and drop procedures and related rules; financial aid application procedures; and transfer procedures to four-year institutions; and
- c. registration assistance for priority enrollment pursuant to Title 5, Section 58108 of this part.

8. Cognitive and non-cognitive assessment, (counseling and advisement)

Each college receiving EOPS funds shall provide counseling and advisement to EOPS-eligible students of at least three contact sessions per term for each student as follows:

- a. a contact session that combines interview and other interpretation of assessment results to prepare a student's educational plan, and a mutual responsibility contract specifying what programs and services the student shall receive and what the student is expected to accomplish;
- b. an in-term contact session to insure the student is succeeding adequately, that programs and services are being provided effectively, and to plan changes as may be needed to enhance student success; and
- c. a term-end or program exit contact session to assess the success of students in reaching the objectives of that term, the success of the programs and services provided in meeting the student's needs, and to assist students to prepare for the next term of classes, or to make future plans if students are leaving the EOPS Program or the college.

Each college receiving EOPS funds shall assess EOPS-eligible students using instruments and methods which the college President certifies are reliable, valid, and appropriate for students being assessed and for the purpose of the assessment. All assessment results that make use of standardized scoring shall be explained to and interpreted for EOPS students by counselors trained in the use and meaning of such assessments.

9. Basic skills instruction, seminars, and tutorial assistance

Colleges receiving EOPS funds shall provide basic skills instruction and tutoring services to EOPS-eligible students who, on the basis of assessment results and counseling, need such services to succeed in reaching their educational goals.

10. Transfer services and career employment services

Colleges receiving EOPS funds shall provide assistance to EOPS-eligible students to transfer to four-year institutions and/or to find career employment in their field of training. Appropriate college and EOPS staff shall articulate coursework and support services needed by EOPS students with four-year institutional staff, particularly four-year institutional staff who are responsible for programs and services that are similar to EOPS.

11. Direct aid

- a. Grants may be awarded in an amount not to exceed \$900 per academic year, or the amount of a student's unmet need, whichever is less.
- b. Work-study awards shall not exceed \$1,800 per academic year, or the amount of a student's unmet need, whichever is less. Contracts with private industry may be utilized to place EOPS work-study students.

12. Establishment of objectives to achieve goals in implementing Extended Opportunity Programs and Services

The colleges regularly write, evaluate, and revise their unit plans. The unit plans include establishing objectives to achieve program goals.

13. Review and evaluation of the programs and services and submission of related reports

- a. All plans and requests for funding submitted on or before the deadline shall be reviewed and evaluated by the State Chancellor. The Chancellor shall approve plans for funding in whole or in part.
- b. Each college having an approved plan shall participate annually in an evaluation of the effectiveness of the program, which shall be conducted by the State Chancellor. The annual evaluation may include on-site operational reviews, audits, and measurements of student success in achieving their educational objectives.

California Education Code, Sections 69640 - 69656
Title 5, California Code of Regulations, Section 56200, 56270, 56274