

## **Administrative Procedure 5150**

## **Extended Opportunity Programs and Services**

El Camino College is committed to supporting students' mastery of basic skills and to providing programs and services that foster student success. The College shall provide support services and programs that are over, above, and in addition to the traditional student services and programs of the College in order to assist socioeconomically and educationally disadvantaged students succeed in achieving their educational goals.

The Extended Opportunity Programs and Services (EOPS) is charged to recruit and retain college students to help prepare them to transfer to a four year university or complete an associate degree or vocational certificate in order to acquire meaningful employment as a result of their educational experience at the College.

EOPS shall be provided by a certificated director, 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. The EOPS Plan includes program goals that support College goals, planned objectives and supporting activities, annual budget, and evaluation of prior year outcomes related to program standards.

Led by a full-time director, the EOPS program is held accountable by an EOPS advisory committee that ensures compliance with California Education Code and California Administrative Code Title 5. Periodic reviews and evaluations of the programs and services are to be conducted accompanied by the submission of related reports reflecting accurate data collection. The EOPS program creates and maintains documentation on all student participants in adherence to state law and implementing guidelines. Student records are kept electronically using District software and paper-based for auditing purposes. The EOPS program works with the District's Information Technology Services and the Office of Institutional Research & Planning to collect data required by the Chancellor's Office on an annual basis including, but not limited to, Management Information System (MIS) and EOPS Program Plan.

To receive programs and services authorized by this chapter, a student must: (a) be a resident of California pursuant to the provisions of Part 41 commencing with Section 68000 of the 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 postsecondary higher education institutions; (d) qualify to receive a Board of Governors Grant pursuant to Section 58620 (1) or (2); and

(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; and
5. Other factors set forth in the District's submitted to the Chancellor's Office pursuant to Section 56270 of this part.

Academic and financial support services shall include, but are not limited to, counseling, advising, cognitive and non-cognitive assessment, orientation services, registration assistance, seminars, tutorial assistance services, child care referrals, recruitment, retention services, outreach services, basic skills instruction, career employment services, direct financial aid, multicultural activities, transfer services, vocational guidance and transportation assistance.

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 toward 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 contract for programs and services; (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 Section 58620 (2) of this part, or other documentation as required for financial aid by the college of attendance.

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 point, units), course add and drop procedures and related rules; financial aid application procedures; and transfer

procedures to four-year institutions; (c) registration assistance for priority enrollment pursuant to Section 58108 of this Part.

Financial assistance in the form of EOPS grants and work study shall be awarded in accordance with the provisions of this Article to EOPS eligible students for the purpose of reducing potential student loan indebtedness, or to reduce unmet financial need, after Pell grants and other state, federal, or institutional financial aid has been awarded to the student. EOPS grants are awarded to eligible students on a first come, first served basis contingent on program funding.

The EOPS plan shall incorporate the priorities of this Section in the order presented when serving students from among those who are eligible pursuant to Section 56220. The purpose of these priorities is to ensure that colleges strive to achieve and maintain a racial, ethnic, and gender composition among income eligible students served which matches the racial, ethnic, and gender composition by income group of eighteen years and above who reside in the College service area. The EOPS program shall provide over, above and in addition to services than what is already being provided by the College.

The College shall participate annually in an evaluation of the effectiveness of the program which shall be conducted by the Chancellor's Office. The annual evaluation may include on-site operational review, audits, and measurements of student success in achieving their educational objectives.

References:

Education Code Sections 69640-69656;  
Title 5 Sections 56200 et seq.

Board Review: December 14, 2015