



## Administrative Procedure

### Chapter 5 – Student Services

#### AP 5150 – EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

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The Extended Opportunity Program and Services (EOPS) is a state-funded program established to increase access, academic achievement, retention, and overall personal success for economically and educationally disadvantaged students by providing a supportive, student-centered environment. The program is committed to enhancing the students' educational experience by empowering them to define and pursue their academic, career, and personal goals. The services offered are “over and above” those offered by the college's Student Services division. The primary services include assistance in the following areas: priority enrollment, counseling, and preparation for transition to four-year universities or the workplace. Depending on funding, services may also include book grants and other financial assistance.

#### 1. Staffing and program management

EOPS shall be staffed by certificated directors, counseling faculty, instructors and other support staff employed by the community college district. All staff funded by EOPS shall provide services exclusively to EOPS students. 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.

- a. Each college employs an EOPS director/coordinator 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;
- b. Each college employs counselors meeting the following qualifications: EOPS counselors are certificated academic counselors in the EOPS program and must possess a master's degree in counseling, rehabilitation counseling, clinical psychology, counseling, psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent, and in addition, EOPS counselors shall;
  - 1) Have completed a minimum of 9 semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages, or EOPS Title 5 Regulations 56264;

- 2) Six (6) semester units or equivalent of a college-level counseling practicum or counseling fieldwork courses in a community college EOPS program, or a program dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages and, EOPS Title 5 Regulations; and
- 3) Two (2) years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages.

## **2. Documentation and data collection system**

Data is collected to ensure students receive the services they need to succeed. Data collected includes:

- a. Student applications: EOPS collects information from students on their academic background, financial need, and other factors. This information is used to determine eligibility for services and to develop a plan for student success;
- b. Mutual Responsibility Contract (MRC): Students must sign an MRC outlining programs and services;
- c. Academic progress reports: Academic progress throughout the semester is tracked for students receiving EOPS services and is used to provide additional support in areas of need;
- d. Financial Aid Information: EOPS tracks students' financial aid eligibility and status, which is used to ensure students are eligible for EOPS;
- e. Participation: Student appointments and participation are tracked and reported to the California Community Colleges Chancellor Office (CCCCO); and
- f. Education Plan: Each student has a completed comprehensive education plan which is updated each semester.

## **3. EOPS advisory committee**

The advisory committee helps the college develop and maintain an effective EOPS Program. The committee must meet at least once each academic year and consist of no fewer members than the local Board of Trustees. Committee members serve two-year terms and may serve more than one term.

Advisory Committee representation should include:

- a. College personnel
- b. EOPS/CARE students
- c. Local and feeder high schools

- d. Community and business sector
- e. Four-year colleges (where possible)
- f. Department of Social Services (CalWORKs), as appropriate

#### **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 Chancellor. In addition, an EOPS director shall have completed a minimum of 6 units of college-level coursework predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

#### **5. EOPS eligibility criteria**

- a. California resident, Dream Act, or AB540 student;
- b. Qualify for a CCPG-A, -B, or -C with zero (\$0) expected family contribution;
- c. Be enrolled full-time when accepted into the EOPS Program. Up to 10% of EOPS students may be accepted with enrollment between 9 and 11.5 units;
- d. Have completed fewer than 70 degree-applicable units and must not have earned a bachelor's degree; and
- e. Be educationally disadvantaged as determined by EOPS.

#### **6. Student responsibility requirements**

- a. Apply for state and/or federal financial aid;
- b. Maintain academic progress toward a certificate, associate degree, or transfer goal;
- c. File an initial EOPS application;
- d. Complete and adhere to a student educational plan; and
- e. Complete and adhere to an EOPS mutual responsibility contract.

#### **7. Recruitment/outreach, orientation services, assessment, and registration**

- a. EOPS conducts outreach and recruitment to increase the number of potential EOPS-eligible students who enroll at the college. This includes collaboration with campus and community partners;
- b. EOPS conducts orientation to familiarize EOPS-eligible students with the campus community and EOPS programs and services;
- c. Counselors assess student's educational needs and support with course selection and preparation of education plans;

- d. Students with previous college credit shall submit official transcripts to the District Records office;
- e. EOPS students shall receive priority enrollment, and receive registration assistance; and
- f. Summer Readiness Program: Students are enrolled in a Learning Community with a Personal Growth class. They participate in social engagement activities to support their transition from high school to college.

## **8. Seminars, specialized workshops, and tutorial assistance**

EOPS provides opportunities for students to participate in group counseling sessions, workshops, Summer Readiness Program, and region-wide student leadership conferences.

## **9. Counseling and retention services**

The EOPS Program shall provide academic, personal, and career counseling and advisement to EOPS-eligible students of at least three contact sessions per term using in-person or virtual modalities.

- a. Academic and Career Counseling: EOPS counselors help students develop a plan for academic success, including choosing the right courses, setting goals, and managing time effectively.
- b. Personal counseling: EOPS counselors can help students address personal challenges that may be affecting their academic success.
- c. Tutoring and/or Tutoring Referrals: EOPS tutors or campus tutors can provide one-on-one or group tutoring in various subjects.

## **10. Additional support services**

- a. Financial support: Includes, but not limited to, EOPS book service, school supplies, parking permit or bus pass, health fees, Associated Student Government fee, honor society application fee and/or work-study opportunities.
- b. Direct Grant Aid: EOPS can help students pay for college by providing grants to eligible students.
- c. Enrichment and community-building activities: EOPS offers various enrichment activities, such as field trips, guest speakers, and cultural events.

- d. Student leadership development: EOPS provides opportunities for students to develop leadership skills through attendance of leadership conferences, support with Honor Society involvement, and involvement in student government, clubs, and organizations.
- e. Transfer and employment services: EOPS counselors provide academic support for transfer to four-year institutions and/or to find career employment in their field of training. EOPS provides transfer application workshops and collaborates with local four-year institutions to provide a pipeline for transfer.

## **11. Establishment of objectives**

Objectives are established to achieve the goals of implementing extended opportunity programs and services. On an annual basis, EOPS updates and establishes goals and objectives through program review and CCCC EOPS Program Plan.

## **12. Evaluation and Reporting**

- a. Program Review: EOPS regularly evaluates its programs to ensure student needs are met. This information is used to improve the programs and ensure they are effective in helping students succeed.
- b. EOPS program shall ensure that the EOPS plan is submitted annually to the California Community College Chancellor's Office and that the program conforms to all relevant law and regulations requirements.

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

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