

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL**

Title: EXTENDED OPPORTUNITY PROGRAMS AND SERVICES	Number: AP 5.18
Legal Authority: California Education Code Sections 69640-69656 Title 5 Sections 56200 et seq.	

- A.** The Extended Opportunity Program and Services (EOPS) is established to provide educational and financial support services to eligible students who have historically experienced economic and educational disadvantages. Eligible participants will receive additional support through orientation, counseling and advising, priority registration, book service, tutoring, financial assistance, peer mentoring, childcare services for eligible single-parent students, and other services designed to help them successfully complete their educational goals.
- B.** Eligibility for the Extended Opportunity Programs and Services (EOPS) Program is dictated by Title 5 and sets forth the following guidelines. To receive programs and services from EOPS, a student must:
- a) Be a resident of California
 - b) Be enrolled full-time
 - c) Not have completed more than 70 units of degree applicable college coursework
 - d) Qualify to receive California College Promise Grant (type A or B)
 - e) Be educationally disadvantaged as determined by the EOPS director/designee, utilizing the following criteria:
 - 1. Not qualified for enrollment into the minimum level English or mathematics courses
 - 2. Not have graduated from high school or obtained a GED
 - 3. Graduated from high school or obtained a GED
 - 4. Graduated from high school with a grade point average below a 2.50 on a 4.00 scale
 - f) Been previously enrolled in remedial education
 - g) Other factors established in the District's plan and submitted to the California Community Colleges Chancellor's Office pursuant to Title 5 Section 56270
- C.** Student responsibility to remain eligible to receive services requires:
- 1. Application for state and/or federal financial aid
 - 2. Maintenance of academic progress towards an educational goal
 - 3. Development and adherence to an educational plan (SEP)
 - 4. Development and adherence to a Mutual Responsibility Contract
- D.** In acceptance of these services, EOPS students must adhere to the requirements listed in the EOPS Mutual Responsibility Contract.

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- E.** EOPS follows strict reporting guidelines that govern deadlines and evaluation of services offered, by semester and annually. Reports are ongoing and must meet demands of external funding sources and internal program reviews.
1. Students receive an in-depth orientation to the program and to resources available to them. EOPS students, pursuant to Title 5 mandates, participate in priority registration to ensure enrollment in classes needed to be successful.
 2. Data is collected and maintained on each student from application to completion of program in the student Management Information System that is sent to the California Community Colleges Chancellor's Office each semester.
 3. The EOPS Director and Department Chair work with their Supervising Dean or designee to continually review processes and procedures to ensure that students have access to appropriate services.
- F.** The EOPS Director, in collaboration with the Department Chair, develops and implements an annual program plan that is submitted to the California Community College Chancellors Office and that the program conforms to all requirements established by the relevant law and regulations. Consistent with EOPS Implementing Guidelines, at a minimum the plan addresses the following:
1. Staffing and program management as identified in EOPS Implementing Guidelines (Title 5 Sections 56260, 56262, and 56264)
 2. A full time director as identified in EOPS Implementing Guidelines (Title 5 Section 56230)
 3. An EOPS advisory committee as identified in EOPS Implementing Guidelines (Title 5 Sections 56208)
 4. Student responsibility requirements as identified in EOPS Implementing Guidelines (Title 5 Section 56222)
 5. Recruitment and outreach services as identified in EOPS Implementing Guidelines (Title 5 Sections 56232)
 6. Cognitive and non-cognitive assessment, advising, orientation services and registration assistance as identified in EOPS Implementing Guidelines (Title 5 Sections 56232 and 56234)

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7. Basic skills instruction, seminars, and tutorial assistance as identified in EOPS Implementing Guidelines (Title Section 56238)
8. Counseling and retention services as identified in EOPS Implementing Guidelines Title 5 Section 56238)
9. Direct aid as identified in EOPS Implementing Guidelines (Title 5 Section 56254)
10. Career employment services as identified in EOPS Implementing Guidelines (Title 5 Section 56240)
11. Transfer services as identified in EOPS Implementing Guidelines (Title 5 Section 56254)
12. Establishment of objectives to achieve the goals in implementing extended opportunity programs and services.

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