

**CALIFORNIA COMMUNITY COLLEGES
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May 25, 2006

TO: EOPS Directors/Coordinators
DSP&S Directors/Coordinators

FROM: Aiden Ely, Dean Student Services and Special Programs
Barbara Kwoka, EOPS Program Coordinator

SUBJECT: MIS Reporting of EOPS Students with a Disability

The Extended Opportunity Programs & Services (EOPS) regulations require students to be full-time to be eligible for the EOPS program. Guidelines have been established to make academic accommodations for students with a disability that limits enrollment to less than full-time. A student having a disability, which limits their enrollment to less than nine units, but otherwise meets the eligibility criteria for EOPS, may be accepted into the EOPS program after verification of this limitation by the appropriate certificated Disabled Student Programs and Services (DSP&S) staff. The DSP&S staff must provide written documentation to the EOPS program verifying that the student has a disability and establishing the acceptable full-time unit coursework load for the student based on that disability.. This information must be kept in the student's EOPS file.

Data is collected through the System Office Management Information System (MIS) for both programs and the programs' funding is based on this information. The reporting of a student with a disability is included within the DSP&S domain (*DSP&S Data Elements SD01 – SD05*), while EOPS student information is included within the EOPS domain (*EOPS Data Elements SE01 – SE10*).

The EOPS program does not have the authority or ability to verify a student's disability or report a student with a disability for MIS purposes. Therefore, EOPS will refer students to DSP&S to obtain verification prior to accepting the student into the EOPS program. All students with a disability should be informed that participation in DSP&S is completely voluntary, and that the referral to DSP&S is for the purpose of disability verification as an appropriate academic accommodation. Nonetheless, if disability verification of the student is the only contact the student has with the DSP&S office, the DSP&S Data Elements (SD01 – SD05) must still be completed in order for the EOPS student to be accurately reported in MIS. If the student fails to comply with the required four contacts for the DSP&S program, the MIS data should not be deleted from the system. The term of acceptance into the EOPS program is the only time that the DSP&S program must report information on a student who does not participate in the DSP&S program. Coordination between EOPS and DSP&S is essential to the appropriate and accurate reporting of students through MIS.

Eligible EOPS students with a disability may choose to participate in both programs. In these instances, it is important to ensure that both categorical programs coordinate the services in a manner not to create a hardship for the student in complying with the requirements of each program.

If you have any questions or require additional information, please contact Delores Daniels, EOPS Specialist, at 916-323-5952 (ddaniels@cccco.edu) or Peggy Tate, DSP&S Specialist, at 916-322-3234 (ptate@cccco.edu).