Career Pathways Initiative
Student Handbook
2021 - 2022

Mission Statement

We provide affordable, accessible learning opportunities to promote student success and strengthen our community.

Vision Statement

Through our service as an academic and economic leader, we will empower students and our community to succeed through business and industry partnerships, cultural enrichment, and educational programming.

OFFICE HOURS AND CONTACT INFORMATION

Hours of Operation:

Fall & Spring

Monday-Thursday   7:30 a.m.-5:00 p.m.

Friday   7:30 a.m.-4:30 p.m.

Summer Hours TBD

East Arkansas Community College:

Career Pathways Initiative
East Arkansas Community College, Office Building 3
1700 Newcastle Road
Forrest City, AR 72335

Telephone: (870) 633 – 4480, ext. 341
Fax: (870) 633 – 3840 or (870) 633 – 7222

Career Pathways Staff:

Danny Shaull, Director
Email: dshaull@eacc.edu
Phone: (870) 633-4480, ext. 349

Veronica Boyd, Administrative/Intake
Email: vboyd@eacc.edu
Phone: (870) 633-4480, ext. 341

GENERAL INFORMATION

Career Pathways Background, Overview and Mission

The Career Pathways Initiative was developed by the Arkansas Department of Higher Education, the Arkansas Department of Workforce Services and the Arkansas Community Colleges (ACC). It is a comprehensive initiative designed to provide education and training that will result in the attainment of certificates or higher education degrees for Transitional Employment Assistance Program participants (TEA) and other low-income adults.

The Career Pathways Initiative (CPI) at East Arkansas Community College will be a program model for providing educational and employability training to economically and educationally disadvantaged individuals in order to promote the earning of a marketable, post-secondary educational credential for subsequent entry into a high demand occupation with a self-sustaining wage.

The Career Pathways Initiative recognizes the importance of meeting the needs of our students and our area businesses and industries and is dedicated to the delivery of learning experiences and supportive services that will strengthen the educational attainment and the employability skill level of our area workforce. To assist eligible adults in meeting education and employment goals, CPI will provide intensive student supportive services that will include tuition assistance, book loan, transportation assistance, access to course related supplies, and child care assistance.

Expectations of Career Pathways Participants

- Find a career pathway and use it as a framework for attaining an academic credential and, ultimately, a career.
- Set SMART educational, career, and personal goals.
- Utilize the program to seek out and take advantage of supportive services that will promote personal and professional successes.
- Maintain good course attendance and have a positive attitude.
- Maintain frequent and meaningful contact with your CPI Counselor/Advisor and with your Faculty Advisor.
- Upon graduation, attain employment in a field related to the program of study and continue to use CPI for support, problem-solving, employment retention, and further success along the Career Pathway plan.
- Recognize that your success is your responsibility – CPI staff will serve as your support network.

Program Eligibility and Documentation Requirements

MUST BE AN ARKANSAS RESIDENT
- CPI program/student eligibility is determined via the following income and/or categorical eligibility categories:
  - Current recipients of Supplemental Nutrition Assistance Program (SNAP), Medicaid, ArKids and current or former TEA recipients, or whose income is less than or equal to 250% of Federal Poverty Level (FPL) Guidelines.
  - Household must consist of an adult caretaker of a dependent child under the age of 21 and that child is in the household and not out of the household more than 45 calendar days.
  - Families, consisting of adult caretakers of dependent children under the age of 21, whose income is equal to or less than 250% of FPL.

Eligibility Determination/Referral Process

A custom referral process will be established to ensure that:
- All new CPI program participants who have not been referred by the Division of Workforce Services and whose income is equal to or less than 100% FPL will be referred to TEA before enrolling in the program.
- The following rules will be used to determine eligibility for enrolling all new applicants into the CPI program:
  - A current or former TEA/SNAP/Medicaid adult recipient whose gross income is equal to or less than 250% FPL.
  - The adult applicant is a parent or legal guardian of a child under the age of 21.
- The following sources of evidence will be used for verification of income.
  - Latest federal tax return.
  - Pay slips, check stubs and/or collateral contact with the employer.
- The current U.S. Federal Poverty Guidelines as published by the U.S. Department of Health and Human Services (sometimes referred to as the FPL chart) will be used to compare the participant's income for eligibility determination.

The following table will be used to compare the prospective participant's income for eligibility verification:

Household size	TANF-Eligible Income Eligibility Standards (250% FPL)	EdPays Eligibility (150% FPL)	Low-Income Eligibility Standard (100% FPL)
2	Less than $43,550	Less than $26,130	Less than $17,420
3	Less than 54,900	Less than $32,940	Less than $21,960
4	Less than $66,250	Less than $39,750	Less than $26,500
5	Less than $77,600	Less than $46,560	Less than $31,040
6	Less than $88,950	Less than $53,370	Less than $35,580
7	Less than $100,300	Less than $60,180	Less than $40,120
8	Less than $111,650	Less than $66,990	Less than $44,660
Add $4,540 for each additional person			

Prospective CPI participants must provide all documentation requested by the Career Pathways staff in order to be eligible for entry into the program.

Documentation for the verification of income may include:
- Copy of signed, current Federal income tax return or notarized non-filing statement or IRS tax transcript
- Pay slips or check stubs
- Collateral contact with employer.

Documentation for Citizenship (at least one)
- Passport
- Birth Certificate
- Social Security Card
- USCIS Form I-9
- Native American tribal document
- Other

Documentation for the verification of parental rights or child guardianship may include:
- Copy of birth certificate
- Proof of birth showing the child's date of birth and parent's name(s)
- Copy of baptism or similar religion-affiliated document
- Adoption papers, order, or decree
- Court-ordered documents, such as letter of child support or designation of legal guardianship.

Other required documents include:
- Current, valid AR Driver's License, AR Voting Registration, or Utility Bill dated in past 30 days
- Social Security Card (for applicant and children)
- GED, high school and other college transcripts
- Placement scores (ACT, ASSET, COMPASS or ACCUPLACER)
- Written documentation from DHS to verify receipt of benefits, such as TEA, SNAP, Medicaid and/or AR Kids
- Verification of FAFSA Application and response of award or denial (determination as to whether student qualifies for Pell Grant).

If an applicant/student is a dependent, a copy of his/her parents' Federal tax forms is required. If the student did not file a tax return, the student must provide written documentation, such as an IRS transcript or a notarized document stating that no return was filed.

Please be aware that documentation and other program requirements are subject to change.

Program Enrollment

Students who wish to apply for acceptance in to the Career Pathways program must complete a CPI Application, submit all required documentation, apply for and receive a determination as to the eligibility of Federal financial aid (Pell Grant) (exception will be made for programs at EACC that are not Pell eligible), and engage in the intake and interview process with Career Pathways personnel. Students are accepted in to CPI in accordance with program parameters and as funding allows. Grant priorities determine the focus of the program's goals. Applicants must not be in default on a government loan. Part of the enrollment process is to assist with career exploration and all participants will be required to take a career interest inventory. This assessment will be used to develop the student's Individual Career Plan. This plan remains in the participant's file and is updated as needed.

While program enrollment is open and on-going, there will be specified deadlines for requesting the program's supportive services, including but not limited to tuition and fee assistance and child care services.

Program Rules, Regulations and Requirements

Once accepted in to the CPI program, participants will be required to:

- Attend an Orientation Session, other assessments may be required depending upon the participant's goals and needs as well as the overall CPI program needs.
- Contact with CPI staff at least once each month or as frequently as prescribed. Participants who fail to contact CPI staff for two consecutive months or as required will be required to meet with the director.
- Provide a monthly attendance report as required by supportive services requirements (ex. Child care, transportation assistance). ALL students must attend classes regularly and in accordance with the institution's Excessive Absences policy.
- Work closely with the Director in preparation for future employment. Students who are withdrawing from school or who will be graduating must meet with the Director in order to fill out an exit form prior to exiting the program. *Students who fail to properly exit can be immediately dismissed from the CPI program and may not be considered for a second entry into the program*.
- Submit all applicable documents for annual re-certification in order to continue in the program.
- Allow for six month- and one year- follow up in order for Career Pathways staff to document continued employment and other career and professional successes.
- Students participating in the Career Pathways Initiative must abide by all policies and procedures related to the request for and the receipt of supportive services.
- Students who engage in coursework through Online/Remote ONLY must contact CPI staff to discuss delivery of services and determine guidelines for meeting program requirements.

Denial in to the Career Pathways Program

The CPI staff reserves the right to deny entry in to the program although the student meets the preliminary criteria for admission. Reasons for possible denial may include, but is not limited to:

- A history of very poor academic performance
- Alteration of falsification of documentation
- Behaving in a manner that is disrespectful or abusive toward staff or others
- Failure to attend class regularly (as defined by EACC's Excessive Absence policy)
- Failure to provide required information and documentation in a timely manner
- Having a degree that would allow for employment in a high demand occupation for the region
- Inactivity toward job seeking and/or failure to plan for employment upon graduation
- Failure to pass a background check

- Sufficient funding from other sources
- Exceeding the amount of times allowed for enrollment in CPI (two).
- Exceeding the standard time to completion of a credential or degree (for a two-year degree, this would be time and one-half or 150%, which is six semesters).

Probationary Status/Dismissal from the Career Pathways Program

Students who fail to comply with CPI requirements will be placed on probation for either the following semester or for the remainder of the current semester. Services may be discontinued at the discretion of the CPI staff based on the area(s) of non-compliance. CPI staff will inform the student of their probationary status, the area of non-compliance, corrective actions required, and a timeframe for engaging in the required actions. Multiple instances of non-compliance may result in program dismissal.

Any student placed on academic probation will have one semester to bring his/her GPA up to a 2.0. If a student has two consecutive semesters below a 2.0 GPA, the student will be required to exit the program.

Students placed on academic probation must meet with CPI staff and complete all requirements as stated in the Academic Action Plan. The Academic Action Plan is a binding agreement between CPI staff and student which focuses upon providing academic assistance in the area(s) of deficiency.

The CPI staff reserves the right to **dismiss** a participant from the Career Pathways program. Reasons for possible dismissal may include but are not limited to:

- Continued and/or extremely poor academic performance
- Engaging in behavior that is disrespectful and or abusive toward staff, faculty or other students. This includes argumentative debate with CPI personnel in relation to program policies, procedures, or rules
- Poor class attendance and/or failure to properly withdraw from a course(s)
- Misuse or misappropriation of any program funds
- Failure to engage in meaningful planning to secure gainful employment.
- Placement on academic suspension by the college.
- Failure to follow CPI program rules, regulations, policies, procedures or guidelines. This includes, but is not limited to failure to monthly contact with CPI staff and or required workshops/assessments and failure to submit required documents, such as annual re-verification information, attendance sheets, child care documents, and employment verification.

Appeal Process

You have the right to appeal any determination issued by the Career Pathways Initiative by contacting the Career Pathways director who is located on the EACC campus. This request must be made in writing with signature and indicate a desire to appeal the staff decision. Your appeal must be received by the Career Pathways director within twenty days following the alleged action or decision for which you wish to appeal. If the outcome of the appeal is still unsatisfactory, an additional review may be made to the Dean of Student Affairs at East Arkansas Community College in writing within 10 days of the decision of the director. The Vice President of Student Affairs shall follow the East Arkansas Community College appeals process guidelines.

Program Overview

Mandatory Meetings

Students will be required to attend scheduled meetings with Career Pathways staff, which includes an initial advising session at the beginning of each semester and at least one contact each month after that. It is the student's responsibility to make monthly contact with the CPI staff to discuss progress. Students who fail to make monthly contact with CPI staff will be placed on probation for the remainder of the semester and jeopardize continued participation in the program.

Workshops

In order to enhance employability and academic skills, students will be strongly encouraged to attend scheduled workshops. Announcements will be made through the student's college email account. All self-employed students will be required to attend an employment workshop. Depending upon program funding, students who attend CPI workshops may be eligible for additional fiscal support toward an existing supportive services, such as extra funds for Childcare or Transportation assistance.

Contact Information and Communication

It is very important for the Pathways staff to have current and correct student contact information. Students who change mailing addresses, phone numbers, e-mail addresses or any other contact information will need to inform the Career Pathways staff within five working days so that the necessary corrections can be made in the database.

Participants are primarily contacted via student email (EACC email). It is strongly recommended that all participants frequently check their student emails for policy announcements and updates. Other ways of communication include phone, and Remind texting app.

Academic Advising

Participants are strongly encouraged to meet with CPI staff before enrolling each semester. CPI staff will review schedules and discuss degree plans. Students are invited to make an appointment with CPI staff to discuss any academic difficulty than may negatively impact graduation plans. Career Pathways will not be responsible for delays in graduation or receiving certificates if the student fails to seek advisement from CPI staff.

Satisfactory Academic Progress

The Career Pathways Initiative requires a student to be making measurable academic progress toward completion of his/her program in order to receive financial services. Students are considered to be making satisfactory academic progress as long as they meet the following criteria:

- All students must complete two thirds of all attempted course work each semester and maintain a 2.0 semester or cumulative grade point average. All withdrawals count towards attempted course work.
- Students must complete their educational program within one hundred-fifty percent (150%) of the standard time frame.
- Students' academic progress will be evaluated at the end of each semester.

If at the end of a semester a student is not maintaining satisfactory progress, he/she will be placed on probation for the following semester. Financial assistance and supportive services *may* be awarded if satisfactory progress is made during the probationary period. If satisfactory progress is not made by the end of the probationary semester, the participant will no longer be eligible for financial assistance until the time he/she achieves academic standing consistent with EACC's institutional policy.

Dropping Classes

In order to complete graduation requirements in a reasonable time period, students are encouraged to give much consideration to the classes *before* enrollment. Considerations should be given to the amount of study time required, job requirements, level of difficulty as well as family responsibilities. Even though CPI staff will advise the students, the ultimate decision will be the student's request. However, if the student decides to drop a course, ***students should not to go to another advisor on campus to drop their class(es). This is in violation of the Career Pathways agreement. Students who fail to follow the procedures may have their services discontinued.*** Furthermore, if extenuating circumstances require a student to drop a class(es), CPI staff must have proper documentation in the file which will assist the director in making future decisions regarding Career Pathways benefits.

The Career Pathways Initiative- Program Services

Students need to be aware that the program's grant funds are limited; therefore, Career Pathways services are not entitlements.

Services available to Pathways students (who meet eligibility requirements) include:

Career Counseling	Tuition and Fees
Academic Advising	Child Care
Tutoring Referral	Transportation –
Workshops	Book Loan – Lending Library
Assessments/Inventories/Testing	Course-related Supplies
Career Readiness Certificate	Printing (on campus)
Job Referral/Job Placement	Employability Training

Tuition and Fees

All students must complete a Free Application for Federal Student Aid (FAFSA) PRIOR to receiving financial assistance from Career Pathways (exception will be made for Programs at EACC that are not Pell eligible). Funding is limited and any other aid must be applied to the participant's account and expended before CPI funds can be requested or utilized.

- •Successfully complete the Career Pathways Orientation and any other assessments that CPI staff may require.
- Tuition and fees assistance must be requested and approved by the program director EACH semester. In other words, participants are not automatically eligible for tuition assistance and approval for assistance for one semester does not guarantee continued or future tuition assistance.
- Tuition and fees assistance is available only for college-level courses that count toward the participant's declared degree. If there is an unusually extenuating circumstance, the director has the authority to make an exception on a LIMITED case-by-case basis.
- Attendance sheets or MyEACC attendance must be submitted by the 5th of the following month unless the 5th falls on a Saturday or Sunday, then it will be due the following Monday 6th or 7th NO Exceptions (Ex. January attendance due February 5th)
- Pathways cannot submit payment for past debts, drop/add, or late fees; those are the responsibility of the student.

- Also, CPI cannot pay for a class that has been previously covered by CPI funds. Thus, if a student drops or fails a class paid for by program funds, that course cannot be paid for with CPI funds.
- The Career Pathways program director will have the discretion to deny tuition benefits to a student who has dropped ANY class and students who drop one or more classes during a given semester may not be eligible for CPI tuition assistance even if the course was covered by other funding sources. The decision will be at the discretion of the director.
- Students who have exhausted their lifetime Pell maximum will be considered for tuition and fee assistance on a case-by-case basis. Awarding assistance under this circumstance will be limited.

PLEASE REMEMBER that if you do not secure approval for tuition assistance within the specified timeframe and by the designated deadline, the Business Office has the authority to drop you from your courses.

Career Pathways Child Care Information

To receive assistance with child care, participants must meet the requirements listed below.

- Successfully complete the Career Pathways Orientation and any other assessments that CPI staff may require.
- A Division of Child Care application must be submitted to the Department of Human Services and documentation verifying denial or wait-list assignment *must* be provided for the participant's file *before* child care assistance may be requested.
- Child care must be requested and approved
- Participants may choose any state-approved child care facility from the following state website. https://dhs.arkansas.gov/dccece/cclas/FacilitySearch.aspx
- It will be the responsibility of the participant to furnish to the director the following documents:

  - ➢ The name, address and contact information (phone number and email address if established) of the child care provider he or she selects;
  - ➢ A copy of the semester course schedule for which services are requested;
  - ➢ The Student Child Care Participation Agreement (completed and signed);

- Child care will be paid ONLY for the days in which the student attends class(es) as reflected on the semester's class schedule, the Provider Invoice, and verified by the Attendance Sheet. Career Pathways will not be responsible for payments for the days the child is absent from the facility even if the student attends classes

or the student is absent from class and the child attends the facility. Payments for those days will be the responsibility of the student.

- Child care will not be paid for holidays or other dates when classes are not in session such as Spring Break, Thanksgiving, Christmas holidays, etc.
- **Child care will not be paid for online classes unless approved by the director for time needed to come to campus for technology access to complete coursework**.
  Students will provide Career Pathways personnel with verification of attendance from instructors. Attendance **must be turned in by the 5th of the following month, if the 5th falls on a weekend attendance will be due by the Monday following (either 6th or 7th) (Ex: January attendance due by Feb 5th)** .
  Students must adhere to deadlines for providing information on the designated date each month. Failure to abide by deadlines will result in denial of assistance and payment to the child care facility will become the responsibility of the student for that month. In addition, the student will not be considered for future childcare benefits.
- Students **must** contact Career Pathways if and when their child(ren) stops attending the child care facility. The student will be responsible for child care expenses incurred after a child stops attending day care.
- Students are allowed to change child care providers ONLY ONCE.
- Failure to adhere to Career Pathways policies could result in the reduction or loss of the child care assistance.

Transportation

In order to receive transportation assistance from Career Pathways the following requirements must be met:

- Successfully complete the Career Pathways Orientation and any other assessments that CPI staff may require.
- Valid Arkansas driver's license is required unless the student has documented an inability to drive. Inability to drive may result in the need for alternative solutions for which the student incurs expense.
- **Attendance sheets or MYEACC attendance must be turned in by the 5th of the following month, if the 5th falls on a Saturday or Sunday, attendance will be due by the Monday following (either 6th or 7th) (Ex: January attendance due by Feb 5th) There will be no exceptions.**
- In order to receive transportation assistance, students must abide by the dates of the distribution schedule TBD. Students who have extenuating circumstances and are unable to meet on the scheduled date(s) must notify the director **prior to** the date(s) of distribution.
- Transportation reimbursement will be provided based upon number of days of attendance for the month, multiplied by the state rate of .42/mile with a maximum of $200 per month. If funding allows, students who are in clinicals/externships and

provide attendance records will have an increase up to a maximum of $300 based upon attendance multiplied by the state rate of .42/mile. Under no circumstances will any payment for transportation assistance be greater than $300.

- Mileage is determined from home address to campus (roundtrip) or the Clinical/Extern site to Campus (roundtrip)

Textbook Loan – The CPI Lending Library

CPI Lending Library
Materials Loan Policy and Procedure

The Career Pathways Lending Library has college textbooks, graphing calculators, basic calculators, and voice recorders available for check-out for the duration of the course for which the material is needed. Every student checking out materials **MUST** complete the *Student Materials Check-Out Contract*. By signing the agreement, the student acknowledges receipt of the materials as well as an understanding of and willingness to abide by the *Policy and Procedures* document. This lending program is designed for use by Career Pathways participants ONLY. **Students who attempt to share, sell, or in any other way misuse any materials will be automatically dismissed from the Career Pathways Initiative.**

All materials will be checked out on a first come, first served basis. (Books may be loaned out to students with Pell if we have in stock, CPI will not buy books for students with Pell monies available) Students must provide evidence, specifically a copy of the course schedule, that the material is needed for a specific class. Students who wish to check out materials must ask a CPI Staff member regarding availability of the material.

The material the student has signed out ***MUST be returned on the last day of final exams***. If a student withdraws, drops, or stops attending the course or EACC, the material must be returned immediately.

Students who fail to turn in books or items on or before the last day of semester exams will no longer be eligible to receive books from the CPI Lending Library. They will be designated as being on program probation, which could jeopardize eligibility of other financial supportive services, and ***will be held responsible for reimbursing the program for the cost of the item***.

Failure to return all items to Career Pathways by the deadline or returning items in damaged condition will result in the students' account being placed on hold in the Business Office and/or with the Registrar's Office. Holds of this nature will prevent registration for courses for future terms and prevent access to transcripts. Replacement items must be purchased by the student and returned to the Career Pathways staff for replacement in the Lending Library.

The student signing for materials on the check-out contract is held responsible for the material at ALL times. The student signing for materials is solely responsible for the replacement of all damaged, lost, or stolen materials and/or accessories listed on the check-out contract. This excludes normal wear and tear. Damage does include, but is not limited to, any form of cosmetic and/or distracting changes to the material. Students must refrain from writing or highlighting in the textbooks since they will be reissued during other semesters.

<div align="center">**Career Readiness**</div>

ALL Career Pathways students will work to attain either a National Career Readiness Certificate or Employability Certificate throughout their enrollment in the EACC CPI program.

<u>National Career Readiness Certificate</u>

The National Career Readiness Certificate (NCRC) is a portable, nationally recognized credential that demonstrates to employers the certificate holder has transferable skills that are important for job success and are valuable assets for any worker regardless of their career choice. While some employers require the NCRC others award preferential interviews for NCRC holders

- The National Career Readiness Certificate is earned by completing a series of assessments called WorkKeys Assessments, which measure an individual's ability to communicate effectively, problem-solve and work in a team setting.

- Individuals can earn the NCRC by taking three WorkKeys assessments:

     Applied Mathematics;
     Graphic Literacy, and
     Workplace Documents

- Upon completion of the WorkKeys assessment, the NCRC is awarded in one of four levels: bronze, silver, gold, or platinum.

- Preparation for the WorkKeys assessment, which leads to the NCRC, is done on-line by completing the Work Keys curriculum. A score of 4 or higher on the Work Keys Curriculum pre-test means that the student is ready to take the WorkKeys assessment.

- The WorkKeys assessment is a timed, proctored test which takes about three hours to complete. An assessment score of 3 earns the test taker a bronze

certificate, a score of 4 earns a silver certificate, a score of 5 earns a gold certificate, and a score of 6 or above earns a platinum certificate.

Requirements for Employability Certificate

Employability is an integral part of the Career Pathways Initiative. This component ensures that all participants possess basic 21st century skills required to enter into and thrive in today's progressive, yet competitive workforce.

- JobLingo Training

EdPays

Education Pays or EdPays is a new incentive program provided to Career Pathways students. In order to qualify for EdPays students must meet the following criteria:

- Successfully complete the Career Pathways Orientation and any other assessments that CPI staff may require.

- Family income must be under 150% Federal Poverty Level (FPL)

- New student incentives will only be awarded to students enrolled in school prior to the 11th day roster each semester. May enroll in CPI after the 11th day.

- Progression incentives for mid-term and final grades and certificate/degree completion will be awarded to all qualifying EdPays students

- Payment amounts are as follows: $100 New Enrollment (this is a one-time award only), $300 satisfactory progression at mid-term (2.0 or higher GPA), $300 final grade progression of 2.0 or higher, and $500 for certificate or degree completion (this is a one-time award only)

- Payments for any earned incentives will be direct deposited or loaded to your re-loadable debit card at dates to be determined each semester.

Important Reminders Regarding Career Pathways Funding

It is important to restate that a minimum GPA of 2.0 must be maintained in order to be eligible for ANY financial assistance.

Students on Financial Aid Suspension or Academic Suspension are not eligible to receive any funding from Career Pathways.

Financial assistance is always contingent upon the availability of grant funds and will be prioritized based upon time to completion of credential or degree, meaningful plans to gain employment upon completion/graduation, and program of study. Currently, the program places emphasis on career and technical programs that are considered to be high demand/high wage for the region.

REV 07/01/2016; 05/30/2018, 7/17/2018, 12/2021

Equal Opportunity, Affirmative Action, Non-discrimination
East Arkansas Community College is committed to provide equal opportunity through its employment practices, educational programs, admissions policies, scholarship and loan programs and services it offers to the community. The College will make personnel decisions and offer programs that will foster educational opportunities without regard to race, religion, color, national origin, age, gender, pregnancy status or disability of qualified handicapped persons. Inquiries regarding provisions for students with disabilities should be addressed to the American Disabilities Act Coordinator, Hodges Building, 633-4480, ext. 304.

Disclaimer: The contents of this Handbook may be revised at any time and without notice. CPI program personnel will make every effort to provide participants with timely notice of changes in policies and procedures

Student Participant Agreement/Handbook Receipt

As a participant in the Career Pathways Initiative, you are eligible to receive services and participate in activities that will increase your chances of succeeding academically and graduating. These services are offered without regard to gender, race, color, disability, national origin, or age and at no additional cost beyond your regular tuition and fees as an EACC student. The program and staff will make this commitment to you. In return, we ask that you make the commitment to us:

- I accept responsibility for my own academic success and agree to attend classes regularly as defined by EACC's Excessive Absence policy. I agree to turn in my attendance and work verification each month on the designated dates as required for supportive services.
- I understand that I must complete an NCRC or Employability Certificate during my enrollment with EACC CPI.
- I understand that the Career Pathways Initiative staff may confer with my instructors at any time regarding my attendance, progress, and/or grades. It is my responsibility to get my progress reports signed by my instructor and delivered to my CPI counselor.
- If I am a new Career Pathways participant, I agree to attend a Career Pathways orientation.
- I agree to attend an initial advisement session with CPI staff at the beginning of each semester. It is my responsibility to make contact with CPI staff at least once a month to discuss my progress, barriers to academic success, or personal concerns.
- I agree to actively participate in any required workshops offered by the Career Pathways Initiative.
- I understand that I am not automatically entitled to any CPI benefits. I understand that I must follow all guidelines as stated in the Student Handbook and/or benefits request process in order to receive benefits.
- I authorize the Career Pathways Program staff at East Arkansas Community College to obtain or exchange any records or data from the Student Records Office, the Financial Aid Office, and/or any public service agency pertinent to my participation in the Career Pathways Program. I understand that my records will be protected under the CPI MOA's parameters of confidentiality.
- I understand that if my grade point drops below a 2.0 cumulatively, my services may be discontinued.
- I agree to inform CPI of any updated telephone numbers and addresses and I will not drop classes, withdraw from EACC, or stop coming to classes without first notifying CPI staff.
- I agree to keep the CPI staff informed of my employment status for one year after leaving Career Pathways by exiting, graduation, or transferring to another college.
- I have been provided a copy of the Career Pathways Student Handbook, and I understand and agree to follow all guidelines written within the policy.

If I fail to comply with the above obligations and responsibilities as stated in the Career Pathways Handbook, I understand that I may be dismissed from the Career Pathways Initiative without the ability to re-enroll.

_____   _____   _____
Student Name (PRINT)   Student Signature   Date

_____   _____   _____
CPI Staff Name (PRINT)   CPI Staff Signature   Date