

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Name: S 24.0
Procedure Title: TRIO Upward Bound
Relevant Board Policy:
Originating Unit: TRIO Upward Bound
Maintenance Unit: Vice President Student Success

- I. Purpose: TRIO Upward Bound (UB) is funded by the U.S. Department of Education to provide academic, cultural and personal/social activities which will encourage eligible participants to attend college after graduation from high school. Eligibility criteria for students are established by the U.S. Department of Education, which provides funds through a four year renewable grant to the College. The Palo Alto College Upward Bound Program specifically targets students from *Atascosa County - Jourdanton, Lytle, Poteet, and Pleasanton Independent School Districts*.
- II. Procedural Statements:
- A. Program Management and Record Keeping
1. An individual is eligible to participate and receive authorized services in the Upward Bound Program if the individual meets all of the following requirements (TRIO Federal Regulation [Title 34 Code of Federal Regulations, Part 645](#)):
 - a. Is a citizen or national of the United States; or is a permanent resident of the United States.
 - b. Is a potential first-generation college student; or a low-income individual.
 - c. Has a need for academic support, as determined by the grantee, in order to pursue successfully a program of education beyond high school.
 - d. At the time of initial selection, has completed the eighth grade but has not entered the twelfth grade and is at least 13 years old but not older than 19.
 2. Student Records Management are in accordance with TRIO Federal Regulation and [Education Department General Administrative Regulations](#) in 34 CFR, Parts 74, 75, 77, 79, 80, 82, 84, 85, 86, 97, 98, and 99.

B. Selection Process (accordance with Palo Alto College's Upward Bound Grant Proposal)

1. Students are recruited at the conclusion of their 8th grade year and begin participation the Fall of their 9th grade academic year.
2. Applications are reviewed by the UB Project Director/Senior Coordinator and staff before the school year begins. Documentation of eligibility is verified by the UB Project Director/Senior Coordinator.
3. A portfolio of each candidate's ability to benefit from the program is developed by the Project Director/Senior Coordinator and Senior Advisor.
4. Candidates selected for admission are notified in writing after their interview (no more than 15 days lapse time) by the UB Project Director/Senior Coordinator and Senior Advisor.
5. Students not accepted due to ineligibility will receive written notification. The UB Project Director/Senior Coordinator can authorize a waitlist, as needed.

C. Financial

1. Program expenses are charged through an expendable restricted fund account for each grant year and are subject to the U.S. Department of Education's federal guidelines, TRIO Federal Regulation [Title 34 Code of Federal Regulations, Part 645.40](#) and approved Grant Operational Budget and the Office of Management and Budget (OMB) - [Grants Management Circulars](#) .

Issued: December 8, 2010

Approved: (signed: Ana M. Guzman)
President

Revised: July 19, 2016

Approved: (signed: Dr. Mike Flores)
President