

# EDUCATIONAL OPPORTUNITY FUND

## Instructions for completing the 2015-2016 Annual Report

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The EOF Annual Report is used to collect data on the students who were part of your program for Academic Year 2015-2016. The report should include only those students who were FUNDED or NON-FUNDED and who appear on the Final Enrollment Report. We understand that your program provides services to students other than EOF students, however we ask that you ONLY report on EOF FUNDED and NON-FUNDED students.

### ANNUAL REPORT COVER PAGE

For audit purposes, please provide an originally signed cover page. The cover should be sent via regular mail.

### ANNUAL REPORT NARRATIVE

The narrative portion of the report should be provided in a separate WORD document and sent via e-mail.

### ANNUAL REPORT SUMMARY

1) In an effort to alleviate errors in enrollment numbers, please report the total number of students, by funding status, listed on the Final Enrollment Report for AY 2015-2016.

- # funded only students –students funded for fall and/or spring. Examples:

<u>Name</u>	<u>Fall admission</u>	<u>Spring admission</u>	<u>Fall award</u>	<u>Spring award</u>
Jane Doe	2	2	\$525	\$525
John Smith	2		\$525	
Mary Jones		4		\$525

- # non-funded only students –students who received services and are coded with admission type 3. Examples:

<u>Name</u>	<u>Fall admission</u>	<u>Spring admission</u>	<u>Fall award</u>	<u>Spring award</u>
Jane Doe	3	3	\$0	\$0
John Smith	3		\$0	
Mary Jones		3		\$0

- # students with mixed funding status –students funded for one semester and non-funded for the other semester. Examples:

<u>Name</u>	<u>Fall admission</u>	<u>Spring admission</u>	<u>Fall award</u>	<u>Spring award</u>
Jane Doe	2	3	\$525	\$0
John Smith	3	2	\$0	\$525

NOTE: A student who was funded 1 semester and has a blank admission status in the other semester is **NOT** considered mixed funding. The student should be counted as either funded or non-funded.

- 2) If your actual enrollment differs from the Final Enrollment Report, please indicate your actual enrollment number in question #2 and provide a brief explanation of the difference. Please include student information (name, social security number.) This explanation should be forwarded to Shakia Williams when you submit the annual report.

The numbers provided in question #s 1 and/or 2 of this summary should be used through the remainder of the report.

- 3) Question 3 of the summary asks you to classify your EOF transfer students into two broad categories. Category 1 includes funded vs. non-funded transfer students. Category 2 includes non-EOF internal transfers, internal EOF transfers and external EOF transfer students.

**Non -EOF internal transfers** are students who are currently attending your institution and have no history of having enrolled or receiving an EOF grant at another institution or campus program. These students should have been coded as admissions type code "1" on the EOF student grant roster because this would have been the first time the student received an EOF grant.

**Internal EOF transfers** are students who are currently attending your institution and have a history of receiving an EOF grant at your institution. Typically, these students are transferring from one EOF campus program to another **within the same institution**. The students should have been coded as admissions type code "2" on the EOF student grant roster because the student is a continuing EOF student.

**External EOF transfers** are students who previously attended another institution. This classification is independent of whether or not a student received an EOF grant at their previous institution. Students who never received an EOF grant before should have been coded as admissions type code "1" on the EOF student grant roster; because this would be the first time the student received an EOF grant. Students who received an EOF grant at their previous institution should have been coded as admissions type code "5" on the EOF grant roster since they are considered an EOF renewal student who last EOF received an EOF student grant payment at another institution.

When the total numbers of transfer students are added for each category, the number should not exceed the total number of transfer students admitted into your program during the academic year 2015/2016

- 4) The number of students who separated from your program during the academic year 2015/2016 should be reported in Table 1.
- 5) The number of students who graduated during the academic year 2015/2016 should be reported in Table 2.

**TABLE 1, SEPARATION REPORT: ATTRITION**

Please distribute students by semester of and reason for separation. Do not include students who graduated as they will be reported in Table 2. The total # of students who separated and the total number of reasons for separation should match the number of students listed in question #4 of the Annual Report Summary.

**TABLE 2, GRADUATION REPORT**

Regardless of starting cohort, distribute the students who have graduated from your program at the end of each semester. The total # of students who graduated should match the number provided in question #5 of the Annual Report Summary. Please note: Item K (transferred to another college) means the student transferred to another undergraduate institution.

**TABLE 3, COUNSELING, ADVISEMENT, AND STUDENT DEVELOPMENT SERVICES**

Please distribute all recorded/documented staff CONTACTS with students that can be classified as counseling, advisement, or student development. Include contacts made by all EOF staff (directors, counselors, administrative assistants, etc.) as well as those individuals listed in your contract as providing a percentage of their time in support to the EOF program (i.e. financial aid officer with percentage of time to EOF). If more than one counseling topic was discussed during the counseling session, select the primary purpose of the session.

**TABLE 3A, COUNSELING SERVICES**

Please distribute the number of STUDENTS by source of counseling (within the EOF program or outside the program.) The # of students counseled should not exceed the # of students listed in the Annual Report Summary.

**TABLE 4, TUTORING SERVICES**

Distribute the EOF students who were tutored by degree and non-degree credits. Include all tutoring provided to your students whether it was by the program or tutoring provided by the institution. NOTE: The credit ranges are derived from the number of credits a student must accumulate in an academic year to earn a degree in four years. The ranges do not reflect a student's class assignment (freshman, sophomore, etc.) and should not be altered.

**TABLE 5, BASIC SKILLS REMEDIATION**

The information provided in this table will provide a different and comparative picture of students in our programs and the entering populations that programs serve. We are targeting three broad areas of skill development (math, reading and writing.) Do not include study skills or orientations. Also, indicate the number of students enrolled in ESL courses.

**TABLE 6, FINANCIAL AID DISTRIBUTION**

Distribute aid provided to EOF and non-EOF students for AY 2015-2016 and Summer 2015. Please use whole numbers.

**TABLE 7, STUDENT PROGRESS INDICATORS**

- Section #1 – Distribute your AY 15/16 students by award counter, GPA, and **cumulative** credits earned at your institution.
- Section #2 – Please provide degree, non-degree, and total credits attempted vs. earned for all of the students listed in Section #1. Please be sure to verify that the TOTAL number of credits indicated in Section #2 is equal to the distribution of the students in the columns in Section #1. For example, if you indicate in Section #2 that 1 student earned a total of 25 degree/non-degree credits, that student must be placed in Section #1, column C (25-36 credits.)
- Section #3 – Indicate the number of students distributed in Section #1 who are not making satisfactory progress.

The total number of students listed in Tables 7A through 7D should equal the total # of students reported in the Annual Report Summary.

**Tables 8 - 12 should include only those students listed on the summer supplemental roster that is submitted with the summer program expenditure report due on September 15, 2016.**

**TABLE 8, SUMMER PROGRAM CHANGES/ISSUES**

Describe any significant changes/issues in your summer program that are the result of your EOF summer program budget allocation or institutional budget contributions or restrictions.

**TABLE 9, APPLICATION/ENROLLMENT PROCESS**

Provide information for your Summer 2016 program. For those students who received offers of admission, place them in the grid according to whether they attended summer and/or the academic year.

Questions #5 and 6: Please indicate if any of the students participated in a NJ GEAR UP state project while in high school.

**TABLE 10, SUMMER COURSES**

Provide information for each summer course offered to the students. Additional pages may be used if you require more space.

**TABLE 11, SUMMER BASIC SKILLS REMEDIATION**

For the students who completed your summer program, indicate how many continue to require basic skills remediation and will take those courses in the academic year.

**TABLE 12, RENEWAL STUDENTS**

Indicate whether renewal students received EOF summer funds to attend the 2016 summer session. List those students by reason for attending.

**INSTRUCTIONS FOR SUBMITTING YOUR ANNUAL REPORT**

- ✓ The Annual Report has been created in an EXCEL document. You should download the form and SAVE it to your computer.
- ✓ The Annual Report Narrative should be completed in a separate WORD document.
- ✓ The cover should be signed and submitted separately via regular mail.

- ✓ The completed report and narrative should be sent as attachments via e-mail to [shakia.williams@oshe.nj.gov](mailto:shakia.williams@oshe.nj.gov)
- ✓ The deadline for submitting the completed annual report is October 31, 2016.