EDUCATIONAL OPPORTUNITY FUND
2023-2024 Annual Report
Instructions
Report Submission Deadline: October 18, 2024

The EOF Annual Report is used to collect data on the students who were part of your program during the 2023-2024 Academic Year. The report should include only those students who were FUNDED (i.e. listed as "Paid") or NON-FUNDED and who appear on the EOF NJFAMS Final Enrollment Report. The information provided on the annual report must ONLY be based on those students who appear on your EOF NJFAMS Final Enrollment report.

ANNUAL REPORT COVER PAGE
Programs will need to fill in the appropriate areas on the form. The actual signature page will be sent to campus programs to complete via DocuSign approximately 1 week prior to the submission deadline.
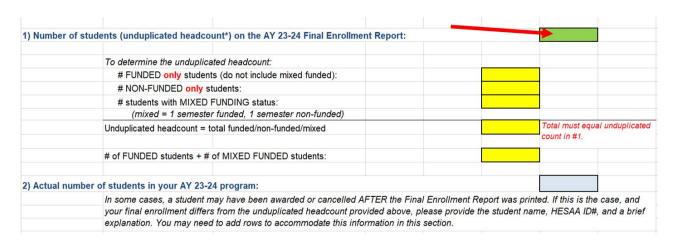
ANNUAL REPORT NARRATIVE SECTION
The narrative portion of the report should be provided in a separate WORD document and included with the excel report via email. You will need to refer to your EOF program's FY24 B1 Contract Attachment to properly detail whether you met the indicated goals contained within your FY24 B1 Contract Attachment.

ANNUAL REPORT SUMMARY SECTION
In an effort to alleviate reporting errors, please ensure that you are using the data provided within the Summary section of the EOF NJFAMS Final Enrollment Report. This information is provided to all EOF campus program Directors who facilitate an academic year EOF undergraduate campus program. If you did not receive this information. Please contact Dr. Hasani Carter at Hasani.Carter@oshe.nj.gov or your program liaison and we will provide you with the appropriate information. If you have any questions regarding this matter, please contact our office.

Completing the EOF Annual Report Summary Section

1) Number of students (unduplicated headcount*) on the AY 23-24 Final Enrollment Report:

In the green highlighted box, you must indicate the total number of unduplicated students that were enrolled in your EOF program during the 2023-2024 Academic Year. You can find this total within the summary section of the EOF NJFAMS Final Enrollment Report listed as "Total # (Paid + Non-Funded)".

Next, there are three yellow highlighted fields that you must provide information for.

- # funded only students (do not include mix funded):
  This information is reflected within the summary section of the EOF NJFAMS Final Enrollment Report as "Total # Paid Only"
- # non-funded only students:
  This information is reflected within the summary section of the EOF NJFAMS Final Enrollment Report as "Total Non-Funded Only"
- # students with mixed funding status:
  This information is reflected within the summary section of the EOF NFJAMS Final Enrollment Report as "Total # of Mixed Funded Only"

Once you have entered the data in the above identified three yellow fields, the data should automatically tally within the remaining two yellow highlighted fields (i.e. Unduplicated headcount total & # of funded only + # of mixed funded students). The total number of unduplicated students that appears in the yellow highlighted field must match the total number of unduplicated students you listed in the green text box. Both figures must match the information provided on the EOF NJFAMS Final Enrollment report. Additionally, the total number of funded only and mixed funded should match the data provided on the EOF NJFAMS Final Enrollment report.

Clarification Regarding Totals:

To assist EOF campus program staff with their understanding of how the totals above are counted, the following information is being provided:

➢ # funded **only** students = students paid for fall and/or spring (do not include mixed funded).
Examples:

Name	Admission Type Fall	Admission Type Spring	Fall term paid	Spring term paid
Jane Doe	First Time EOF	EOF Renewal	$650	$650
John Early	EOF Renewal		$650	
Mary Jones	EOF Transfer	EOF Renewal	$650	$650
John Smith		First Time EOF		$650
Mike Wall	EOF Graduating Senior		$650	

➢ # students with mixed funding status = students who received a payment for one semester and were listed as non-funded for the other semester.
Examples:

Name	Admission Type Fall	Admission Type Spring	Fall term paid	Spring term paid
Jane Doe	Non-funded	EOF Renewal	$0	$650
John Early	EOF Renewal	Non-funded	$650	$0
Mary Jones	EOF Transfer	Non-funded	$650	$0
Mike Wall	EOF Graduating Senior	Non-funded	$650	$0

*NOTE: A student who was funded 1 semester and has a blank admission status in the other semester is **NOT** considered mixed funded. They are funded ONLY students.

➢ # Non-funded **only** students = students who did not receive an academic year (i.e. Fall and/or Spring EOF grant), but were eligible to receive EOF program support services and were coded with admission type Non-funded. (Note: do not confuse these students with mixed funded students).
Examples:

Name	Admission Type Fall	Admission Type Spring	Fall term paid	Spring term paid
Jane Doe	Non-funded	Non-funded	$0	$0
John Early	Non-funded		$0	
Mary Jones		Non-funded		$0

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 & HESAA ID#). This explanation must be forwarded to EOF@OSHE.NJ.GOV with a copy to EOF Executive Director, Dr. Hasani Carter (hasani.carter@oshe.nj.gov) when you submit the annual report.

The numbers provided in question # 1 and/or 2 within the summary tab will be used as a reference throughout the remainder of the report.

3) Question 3 of the summary asks you to provide information pertaining to your transfer students.

For clarification:

A **funded student** is a student who received at an EOF grant during either the Fall and/or Spring term of the identified academic year.

A **non-funded student** is a student who has a previous history of receiving an EOF academic year grant but has become financially ineligible. This student may continue to receive EOF program support services. Students who were participants in the GEAR UP, College Bound, or TRIO program who are financially ineligible are the only group of students who may be supported as non-funded without having a previous history of receiving an EOF academic year grant. All other students who do not have a history of receiving an academic year EOF grant may not be supported as non-funded.

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 "**First Time EOF**" within NJFAMS because this would have been the first time the student received an EOF grant.

Internal EOF transfers (Only applicable for: Fairleigh Dickinson, Montclair State, Seton Hall, Stockton, Rowan, Rutgers, and Rowan College of South Jersey) 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 (i.e. transferring from Rutgers-Newark to Rutgers-SEBS)**. The students should have been coded as admissions type "**EOF Renewal**" within NJFAMS because the student is a continuing EOF student at the same institution.

External transfers are students who previously attended another institution. For reporting purposes, 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 "**First Time EOF**" 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 "**Transfer**" within NJFAMS since they are considered an EOF renewal student who 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 2023-2024 academic year.

4) The number of EOF students who separated from your program during the 2023-2024 academic year. (Note: This total will also need to appear in Table 1).

5) The number of EOF students who graduated during the 2023-2024 academic year. (Note: This total will also need to appear in Table 2).

ANNUAL REPORT TABLES

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 institution (i.e. Ocean County College to Monmouth University).

TABLE 3 - COUNSELING, ADVISEMENT, AND STUDENT DEVELOPMENT SERVICES
Please distribute all recorded/documented staff contacts with students. Contacts can be classified as either counseling, advisement, or student development. Please do not forget to 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, etc.). If more than one counseling topic was discussed during a counseling session, the session should be categorized under 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. 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 your 2023 Summer and AY 2023-2024 program. Programs must use whole numbers wherever appropriate. Please note that the number of students who received EOF funding should match the number of Funded Only and Mixed Funded students as indicated within the summary section (Question #1) of the Annual Report. Additionally, it is important for institutions to recognize that the total number of undergraduate students who were paid an EOF Academic Year grant and the total amount of EOF funds distributed should match the same totals provided on the EOF NJFAMS Final Enrollment Report and in the FY24 AY Article 3 Undergraduate Desk Audit. If there is a discrepancy regarding these figures, the institution must contact your EOF program liaison immediately as a refund may be due to OSHE.

TABLE 7 - STUDENT PROGRESS INDICATORS
  ➢ Section #1 – Distribute your AY 2023-2024 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 Question #2 of the Annual Report Summary.

Additionally, please note that to assist programs with the completion of Table 7, the EOF Annual Report now includes two additional reference tabs that will allow for programs to ensure the accuracy of the report. The tab labelled "Table A-D Reference Charts" should be used to ensure the accuracy of the information submitted by the program for question #2 in tables 7A-7D. The tab labelled "Total Credits Earned" is a supplement to the "Table A-D Reference Charts" tab, and is being provided to help programs also properly address tables 7A-7D.

CHECKLIST FOR SUMITTING YOUR ANNUAL REPORT
_____ The Annual Report was completed using the most up-to-date version posted on the OSHE/EOF Central Website. (You should download the form and SAVE it to your computer.)
_____ EOF Campus Directors – You have reviewed all sections of the EOF Annual Report for accuracy and completeness.
_____ The Annual Report Narrative was completed via a separate WORD document.
_____ The cover page was completed within the excel document.
_____ A copy of the cover page was signed and submitted via DocuSign.
_____ The completed report (via excel) and narrative (via Word) was sent as attachments via e-mail to EOF@oshe.nj.gov with a copy to EOF Executive Director, Dr. Hasani Carter at Hasani.Carter@oshe.nj.gov.
_____ Submitted completed EOF Annual Report by **October 18, 2024.**