

EDUCATIONAL OPPORTUNITY FUND

TABLE OF CONTENTS and INSTRUCTIONS for completing the 2008-2009 ANNUAL REPORT

Dates covered in this report: Program activities during academic year 2008-2009 and summer 2009.

Students covered in this report: Funded and non-funded students listed in the 2008-2009 Final Enrollment Report. Non-funded students are listed on the report with an admission type of "3".

PART A = Academic Year 2008-2009 (Tables 1-8)

ANNUAL REPORT NARRATIVE

The narrative portion of the report should be used to list the major accomplishments of your program as well as student accomplishments over the past year. This section of the annual report should also be used to describe/outline components of your program activities or characteristics of the student population that you serve that cannot be captured in Tables 1-8 of the EOF Annual Report. In addition to providing outcomes data not covered in the formal report pages, you can also include information about program changes and collaborations that have helped to improve services to students and have increased efficiencies and/or strengthened program components. As a result of your FY 2009 EOF academic year Article IV budget allocation and institutional financial support, describe program enhancements and/or challenges you confronted and how they were addressed.

TABLE 1, SEPARATION REPORT: ATTRITION

Please distribute students by semester of and reason for separation. Do not include students who graduate, as they will be reported in Table 2.

TABLE 2, GRADUATION REPORT

Regardless of starting cohort, distribute the students who have graduated from your program at the end of each semester.

TABLE 3, MAJORS

To be completed only by those INDEPENDENT institutions not participating in SURE.

TABLE 4, 4A, 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 for the session. Table 4A requires the distribution of students by source of counseling (within the EOF program or outside the program.)

TABLE 5, TUTORING SERVICES

Distribute the EOF students who were tutored by degree and non-degree credits earned. 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 6, 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, writing). Do not include study skills or orientations. Also, indicate the number of students enrolled in ESL courses.

TABLE 7, FINANCIAL AID DISTRIBUTION

Distribute aid provided to EOF and non-EOF students for AY 2008-2009 and Summer 2008. Please use whole numbers. Fractions will be dropped.

TABLE 8, STUDENT PROGRESS INDICATORS

Distribute your AY 08/09 students by award counter, gpa, and cumulative credits earned at your institution. Each table also asks for degree and non-degree credits attempted vs. earned for each award counter and the number of students NOT making satisfactory progress by award counter.

PART B = Summer 2009 (Tables 9-13)

Students covered in this report: Students listed on the 2009 summer supplemental roster submitted with the summer program expenditure report.

TABLE 9, 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 10, APPLICATION/ENROLLMENT PROCESS

Provide information for your summer 2009 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.

TABLE 11, SUMMER COURSES

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

TABLE 12, 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 13, RENEWAL STUDENTS

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