

EDUCATIONAL OPPORTUNITY FUND

INSTRUCTIONS for completing the 2010-2011 ANNUAL REPORT

ANNUAL REPORT SUMMARY

In an effort to alleviate errors in enrollment numbers, please report by funding status the total number of students listed on the Final Enrollment Report for AY 2010-2011. Students receiving a grant for both semesters should be counted as FUNDED. Students who are receiving services only and are admission type 3 should be counted as non-funded. Students who are non-funded for one semester and funded for one semester should be counted as FUNDED students with mixed funding status. In the cells shaded in yellow, the total # of students must match the unduplicated headcount number provided in question #1 of the Annual Report Summary. If your actual enrollment differs from the Final Enrollment, please indicate your actual enrollment number in question #2 and provide a brief explanation of the difference. This total, along with the number of students separated and graduated, will automatically be used through the remainder of the report. Please refer to these numbers as you complete each table to ensure that accurate reporting is made.

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 2011 EOF academic year Article IV budget allocation and institutional financial support, describe program enhancements and/or challenges you confronted and how they were addressed. PLEASE NOTE: This portion of the report may be submitted in WORD format.

Tables 1-8 – should include only those students listed on the 2010-2011 Final Enrollment Report. These students were awarded an EOF grant for the academic year or were requested as non-funded.

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 #3 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 #4 of the Annual Report Summary. Please note: Item K (transferred to another college) means the student transferred to another undergraduate institution.

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.) The # of students counseled should not exceed the # of students listed in the Annual Report Summary, #2.

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 2010-2011 and Summer 2010. Please use whole numbers. Fractions will be dropped.

ADDENDUM TO TABLE 7, FINANCIAL AID DISTRIBUTION

Recent changes to the Federal Higher Education Opportunity Act allows for two PELL grants during the same academic year. Please indicate the number of students, initial and renewal, who received a PELL grant during the 2011 summer program.

TABLE 8, STUDENT PROGRESS INDICATORS

Section #1 - Distribute your AY 10/11 students by award counter, gpa, and cumulative credits earned at your institution. Section #2 asks for degree, non-degree, and total credits attempted vs.

earned for all of the students listed in Section #1. In Section #3, please indicate the number of students NOT making satisfactory progress. When completing these tables, 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 instance, if you indicate in Section #2 that 1 student earned a total of 25 degree and non-degree credits, that student must be placed in Section #1, column C (25-36 credits). The total # of students listed in Tables 8A through 8D should equal the total # of students reported in the Annual Report Summary, #2.

Tables 9-13 – should include only those students listed on the summer supplemental rosters that are submitted with the summer program expenditure report due on September 15, 2011.

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 2011 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 2011 summer session. List those students by reason for attending.