EDUCATIONAL OPPORTUNITY FUND
Instructions for completing the
2018-2019 Annual Report

The EOF Annual Report is used to collect data on the students who were part of your program for Academic Year 2018-2019. The report should include only those students who were FUNDED (i.e. listed as "Paid") or NON-FUNDED and who appear on the Final Enrollment Report. We understand that your program may provide services to students other than EOF students, however the information provided on the annual report must be based ONLY on those students who appear on your EOF Final Enrollment report.

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 reporting errors, please report the total number of students, by funding status, listed on the NJFAMS EOF Final Enrollment Report for AY 2018-2019.

(Please note: All EOF campus programs must use the NJFAMS EOF Final Enrollment Report that is emailed to the EOF campus program Director. If you did not receive this information, do not download and use the EOF Final Enrollment Report found within the NJFAMS Financial Aid portal. Please contact Ms. Shakia Williams at shakia.williams@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.)

➢ # 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	$575	$575
John Early	EOF Renewal		$575	
Mary Jones	EOF Transfer	EOF Renewal	$575	$575
John Smith		First Time EOF		$575
Mike Wall	EOF Graduating Senior		$575	

➢ # Non-funded **only** students = students who received services and are coded with admission type Non-funded (do not include 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

➢ # Students with mixed funding status – students funded for one semester and 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	$575
John Early	EOF Renewal	Non-funded	$575	$0
Mary Jones	EOF Transfer	Non-funded	$575	$0
Mike Wall	EOF Graduating Senior	Non-funded	$575	$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.

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 Shakia Williams (shakia.williams@oshe.nj.gov) and your program liaison 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 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 eligible. This student may continue to receive EOF program support services. Students who were in the GEAR UP or College Bound program are the only students who are eligible to be considered as a non-funded student independent of their financial and/or academic eligibility. All other students who do not have a history of receiving an academic year EOF grant may not be considered 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) 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 academic year 2018/2019.

4) The number of EOF students who separated from your program during the academic year 2018/2019 should be reported in Table 1.

5) The number of EOF students who graduated during the academic year 2018/2019 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 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 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 2018-2019 and Summer 2018. Please use whole numbers. Please note that the number of students indicated to have received EOF funding should match the number of Funded Only and Mixed Funded students as indicated within question #1 in the Annual Report Summary.

TABLE 7 - STUDENT PROGRESS INDICATORS
- ➢ Section #1 – Distribute your AY 18/19 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 30, 2019.

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 2019 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.

Question #4: Beyond meeting the Fund's residency and financial requirements, what are the other Admissions requirements for an EOF student at your institution? Please describe by providing specific information (.i.e. HS GPA, SAT/ACT requirements, etc.) and explain how this information compares to non-EOF students.

Question #5a: Does your institution interview all eligible applicants before offering them admission into the EOF Program? (Programs must select either "Yes" or "No").

Question #5b: If your answer to Question 5a is "No", please explain the admission review process for your institution.

Questions #6: Please provide your initial summer program attendance policy. If all initial students are not required to attend, include the criteria for excusing students from participation in the summer program.

Questions #7 and #8: Please indicate if any of the students participated in a NJ GEAR UP state project while in high school.

Question #9: Please indicate the primary reason students were rejected.
Question #10: Please describe your program's policy regarding the application for all transfer students

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 2019 summer session. List those students by reason for attending.

INSTRUCTIONS FOR SUMITTING 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 (via excel) and narrative should be sent as attachments via e-mail to shakia.williams@oshe.nj.gov with a copy to your program liaison.
- ✓ The revised deadline for submitting the completed annual report is **December 20, 2019.**