EDUCATIONAL OPPORTUNITY FUND

COMMISSION ON HIGHER EDUCATION
PO 542
TRENTON, NEW JERSEY 08625

Academic Year 2009-2010
Summer 2010

ANNUAL REPORT

Institution: _____ CSS Code: _____

EOF Director: _____

Signature: _____

INSTRUCTIONS FOR SUBMITTING REPORT

Submit by e-mail to meverett@che.state.nj.us

Report should be submitted as an EXCEL DOCUMENT and the narrative should be submitted as a WORD DOCUMENT

The cover page, with original signature, should be sent by regular mail.

SUBMISSION DATE: October 31, 2010

ATTACHMENT C5 OF YOUR EOF CONTRACT

Academic Year 2009-2010

ANNUAL REPORT SUMMARY

In an effort to alleviate errors in enrollment numbers, we are asking you to provide the following information. Totals provided on this spreadsheet will automatically transfer to each table throughout the report to be used as a reference in completing the report.

1) Number of students (unduplicated headcount*) on the AY 09/10 Final Enrollment Report:

* To determine the unduplicated headcount:

funded only students:

non-funded only students:

students with mixed funding status:

(mixed = 1 semester funded, 1 semester non-funded)

Unduplicated headcount=total funded/non-funded/mixed 0 If total is RED, does not equal unduplicated count in #1.

2) Number of students in your AY 09/10 program:

If this number differs from the unduplicated headcount provided in #1, please provide a brief explanation:

One student dropped out after print date of fer.

3) Number of students who separated from your program during AY 09/10:

This is the number which will be reported in Table 1.

4) Number of students who graduated during AY 09/10:

This is the number which will be reported in Table 2.

ANNUAL REPORT NARRATIVE

Please list the major accomplishments of your program as well as student accomplishments over the past year. Also, 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 2010 EOF academic year Article IV budget allocation and institutional financial support, describe program enhancements and/or challenges you confronted and how they were addressed as a result of the budget.

IF NECESSARY, THIS SECTION MAY BE PROVIDED IN A SEPARATE WORD DOCUMENT.

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TABLE 1 SEPARATION REPORT: ATTRITION

The number of students reported as separated in this table should equal the number of students reported as separated on page 1 = 0

NOTE: Students who graduated are not included in this table. They are reported in Table 2.

1. How many students enrolled in your program in spring 09 did not return in fall 09? _____
2. How many students who enrolled and completed fall 09 did not return for spring 10? _____
3. How many students dropped out before completing the fall 09 semester? _____
4. How many students dropped out before completing the spring 10 semester? _____

*dropped out = withdrew; transfer; ANY reason for separation

TOTAL # SEPARATED:	0

Please indicate the primary reason for separation:

	# of Students
a. Transferred to other institution	
b. Academic dismissal	
c. Could not make adjustment to college	
d. Needed to seek full-time employment	
e. Unable to meet cost of attendance	
f. Medical withdrawal	
g. Personal	
h. Other (please explain)	
i. Unknown	
TOTAL REASONS:	0

Must equal total # separated shown above.)

Of those who separated for reasons other than academic dismissal, how many:

Withdrew in good academic standing	
Withdrew while on academic probation	

TABLE 2 GRADUATION REPORT

The number of students reported as graduated in this table should equal the number of students reported as graduated on page 1 = 0

1. How many students graduated from your program at the end of fall 09? _____
2. How many students graduated from your program at the end of spring 10? _____
3. How many students graduated from your program at the end of summer 10? _____

TOTAL # GRADUATED:	0

Indicate the career placement of the graduates.

EMPLOYMENT IN THE FIELD OF:		FURTHER EDUCATION:	
a. Education		i. Graduate school	
b. Government		j. Professional school	
c. Engineering		k. Transferred to another college	
d. Business		l. Other	
e. Science/Health			
f. Other			
g. Field Unknown			
h. Unemployed			
		TOTAL PLACEMENTS:	0

Must equal total # graduated shown above.)

Independent institutions that do not participate in SURE must complete this table.
All others do not have to complete this table.

TABLE 3 MAJORS

Enter the total number of academic year EOF students majoring in the following areas sorted by sex and by credits. Non-funded students should be included.

Subject Area	0-32 credits		33-64 credits		65-96 credits		97 + above		TOTAL
	Male	Female	Male	Female	Male	Female	Male	Female	
Agriculture Bus. & Prod.									0
Agriculture Sciences									0
Architecture & Related									0
Bio. & Life Sciences									0
Busi. Mgmt. & Admin.									0
Communications									0
Communications Tech.									0
Computer & Info. Sci.									0
Construction Trades									0
Education									0
Engineering									0
Engineering Tech.									0
English Lang. & Lit.									0
Ethnic & Cultural Studies									0
Foreign Language & Lit.									0
Health Professions									0
Home Eco.-General									0
Interdisciplinary Studies									0
Legal Studies									0
Liberal Arts & Sci.									0
Library Sci.									0
Marketing									0
Mathematics									0
Mechanics & Repairers									0
Military Technologies									0
Natural Resources/Cons.									0
Parks & Fitness Studies									0
Personal & Misc. Serv.									0
Philosophy & Religion									0
Physical Sciences									0
Precision Prod. Trades									0
Protective Services									0
Psychology									0
Public Admin. Services									0
Science Tech.									0
Social Sci. & History									0
Theological Studies									0
Trans. & Materials Moving									0
Visual & Performing Arts									0
Voca. Home Eco.									0
Undecided/Other									0
TOTAL	0	0	0	0	0	0	0	0	0

Must equal total enrollment provided in ANNUAL REPORT SUMMARY, #2 = 0

TABLE 4 COUNSELING, ADVISEMENT, AND STUDENT DEVELOPMENT SERVICES

Indicate the number of counseling CONTACTS provided to EOF funded and non-funded students by EOF staff (directors, counselors, administrative assistants, etc.) as well as those individuals listed in your AY Article IV contract as providing a percentage of their time in support to the EOF program (i.e. financial aid officer with with percentage of time to EOF). If more than one counseling topic was covered in the session, select the primary purpose for the session. Programs are expected to maintain documentation of all contacts.

Non-funded student = a renewal student who lost eligibility for a grant but continues to receive services and is listed on the Final Enrollment Report with admission type 3
Contacts = number of MEETINGS with students, not the number of students

For purposes of this report, services are defined as follows:
INDIVIDUAL CONTACTS = one-on-one meeting by phone, internet, in person, scheduled or drop-in
GROUP CONTACTS = more than one person, in formal group meeting, by internet or in person, scheduled or drop-in
Personal = family/relationship issues, self-esteem problems, peer pressure, etc.
Academic = course assignments, schedules, time management, selecting major, grades, etc.
Financial = college budget, personal finance issues, problems with financial aid package, etc.
Career = resume, job search, references, internship opportunities, etc.
Administrative = forms, signatures, paperwork, etc.
Other =

PURPOSE	Individual Contacts (one-on-one)	Group Contacts (more than one)	Total Contacts
Personal			0
Academic			0
Financial			0
Career			0
Administrative			0
Other (specify)			0
TOTAL	0	0	0

TABLE 4A COUNSELING SERVICES

Distribute the number of EOF funded and non-funded STUDENTS (not contacts) who were provided EOF counseling/advisement during the academic year as follows:

students serviced within EOF program _____
students referred by EOF for counseling outside the program _____

This number should not exceed the total give in the Annual Report Summary, #2. 0

TABLE 5 TUTORING SERVICES

Distribute the number of EOF students (funded and non-funded) by credits earned (at start of the academic year). Also, provide the total number of hours tutored. Please include tutoring provided by your program and/or by the institution.

CREDITS	# STUDENTS	# HOURS
0-32		
33-64		
65-96		
97 + above		
# Students =	0	# Hours: 0

TABLE 6 BASIC SKILLS REMEDIATION

To determine the characteristics of your students, please distribute the number of students who were identified at the start of the semester as needing basic skills remediation in math, writing, and reading. For the purpose of this report, basic skills courses are any courses in these subject areas that are below a 100 level course (001-099).

Examples:	MATH =	elementary math, pre-algebra, algebra
	WRITING =	communication skills (written and oral)
	READING =	comprehension skills development

1. How many students were identified as needing remediation at the beginning of the FALL SEMESTER:

in 1 area of remediation

MATH only	WRITING only	READING only	READING/WRITING*	TOTAL

*** Reading/writing combined course**

in 2 areas of remediation

MATH+WRITING	MATH+READING	WRITING+READING	READING/WRITING*+MATH	TOTAL

*** Reading/writing combined course**

in 3 areas of remediation

MATH+WRITING+READING

2. How many students were identified as needing remediation at the beginning of the SPRING SEMESTER:

in 1 area of remediation

MATH only	WRITING only	READING only	READING/WRITING*	TOTAL

*** Reading/writing combined course**

in 2 areas of remediation

MATH+WRITING	MATH+READING	WRITING+READING	READING/WRITING*+MATH	TOTAL

*** Reading/writing combined course**

in 3 areas of remediation

MATH+WRITING+READING

3. How many of your 09/10 students enrolled in ESL courses for the:

fall semester _____

spring semster _____

TABLE 7 FINANCIAL AID DISTRIBUTION

Regular Admit (Non-EOF) Students: distribute the financial aid provided from the sources listed below.
EOF Students: distribute the financial aid provided for SUMMER and ACADEMIC YEAR from the sources listed.
No. = total number of students receiving aid from each source.
Amount = total dollar amount of aid provided from each source. (This is not a per student number.)

	NON-EOF STUDENTS		EOF PROGRAM STUDENTS			
	AY 2009-2010		SUMMER 2009		AY 2009-2010	
A. INSTITUTIONAL FUNDS	#	Amount	#	Amount	# *	Amount
Institutional Grant						
Waivers (Tuition & Fees)						
Loans						
Work						
Sub-total	xxxxxxxxx	$0.00	xxxxxxxxx	$0.00	xxxxxxxxx	$0.00
B. FEDERAL FUNDS						
PELL						
SEOG						
GEAR UP Scholarship						
Federal Work Study						
Federal Perkins Loan						
Federal Stafford Loan						
Federal Unsubsidized Loan						
Federal Plus Loan						
Other						
Sub-total	xxxxxxxxx	$0.00	xxxxxxxxx	$0.00	xxxxxxxxx	$0.00
C. STATE FUNDS						
EOF						
TAG						
NJ STARS (I and II)						
Other Grants (Bloustein,GSS,etc.)						
NJ Class Loan						
Other Loans						
Sub-total	xxxxxxxxx	$0.00	xxxxxxxxx	$0.00	xxxxxxxxx	$0.00
D. RESTRICTED FUNDS						
Other grants/scholarships**						
GRAND TOTAL	xxxxxxxxx	$0.00	xxxxxxxxx	$0.00	xxxxxxxxx	$0.00

* #s in the shaded column **should not exceed total** given in Annual Report Summary 0

**scholarships from churches, foundations, etc.

ADDENDUM TO TABLE 7 SUMMER 2010 PELL GRANTS

Recent changes to the Federal Higher Education Opportunity Act made it possible for students to receive two federal Pell grants in one award year. With the reduction in FY 2011 EOF Article III 2010 summer program funding, CHE/EOF staff is attempting to ascertain if institutions took advantage of the changes in the Pell grant awards to provide summer school funding to EOF students for the 2010 summer session.

1. How many initial students received a Pell grant in the summer? _____

2. How many renewal students received a Pell grant in the summer? _____

TABLE 8 STUDENT PROGRESS INDICATORS

1. Distribute your AY 09/10 students by award counter, gpa, and cumulative credits earned at your institution.
2. Report the total number of degree and non-degree credits attempted vs. earned for all students listed.
3. Indicate the number of students NOT making satisfactory progress.

Please note:

1) The total number of credits earned (#2 above) should equal the distribution of credits in #1 above.
2) Transfers listed in column M should be INCLUDED in column L (total).
3) Degree credits attempted should include withdrawals and incompletes.
4) Students with a cumulative award counter of .25 (part-time freshman) should be rounded up and included in Table 8A (award counter = .50). Students with a cumulative award counter of .75 should be rounded up and included in Table 8B (award counter = 1.00).
5) Non-funded students reported in Table 8D MUST be listed on the Final Enrollment Report.
6) Inter-campus transfers (at multi-campus institutions) are treated as regular students and should not be listed as transfers.

TOTAL NUMBER OF STUDENTS LISTED IN TABLES 8A THROUGH 8D SHOULD EQUAL = 0

8A: AWARD COUNTER = .50

#1 Distribute students by credits earned and cumulative gpa.

CUM. GPA	CUMULATIVE # OF CREDITS EARNED AT YOUR INSTITUTION												
	(A) 0-12	(B) 13-24	(C) 25-36	(D) 37-48	(E) 49-60	(F) 61-72	(G) 73-84	(H) 85-96	(I) 97-108	(J) 109-120	(K) 121+	(L) TOTAL	(M) Transfers
0-.50												0	
.51-1.00												0	
1.01-1.50												0	
1.51-1.75												0	
1.76-1.99												0	
2.00-2.29												0	
2.30-2.69												0	
2.70-3.00												0	
3.01-3.29												0	
3.30-3.69												0	
3.70-4.00												0	
4.01-4.30												0	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0

#2 Credits attempted/earned	Non-Degree	Degree	TOTAL
TOTAL # OF CREDITS ATTEMPTED:			0
TOTAL # OF CREDITS EARNED:			0

#3 TOTAL # STUDS. WITH AWARD COUNTER = .50 NOT MAKING SATISFACTORY PROGRESS: _____

8B: AWARD COUNTER = 1.00

#1 Distribute students by credits earned and cumulative gpa.

CUM. GPA	CUMULATIVE # OF CREDITS EARNED AT YOUR INSTITUTION												
	(A) 0-12	(B) 13-24	(C) 25-36	(D) 37-48	(E) 49-60	(F) 61-72	(G) 73-84	(H) 85-96	(I) 97-108	(J) 109-120	(K) 121+	(L) TOTAL	(M) Transfers
0-.50												0	
.51-1.00												0	
1.01-1.50												0	
1.51-1.75												0	
1.76-1.99												0	
2.00-2.29												0	
2.30-2.69												0	
2.70-3.00												0	
3.01-3.29												0	
3.30-3.69												0	
3.70-4.00												0	
4.01-4.30												0	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0

#2 Credits attempted/earned

	Non-Degree	Degree	TOTAL
TOTAL # OF CREDITS ATTEMPTED:			0
TOTAL # OF CREDITS EARNED:			0

#3 TOTAL # STUDS. WITH AWARD COUNTER = .50 NOT MAKING SATISFACTORY PROGRESS: _____

8C: AWARD COUNTER = 1.50 and up (all students except those reported in 8A and 8B)

#1 Distribute students by credits earned and cumulative gpa.

CUM. GPA	CUMULATIVE # OF CREDITS EARNED AT YOUR INSTITUTION												
	(A) 0-12	(B) 13-24	(C) 25-36	(D) 37-48	(E) 49-60	(F) 61-72	(G) 73-84	(H) 85-96	(I) 97-108	(J) 109-120	(K) 121+	(L) TOTAL	(M) Transfers
0-.50												0	
.51-1.00												0	
1.01-1.50												0	
1.51-1.75												0	
1.76-1.99												0	
2.00-2.29												0	
2.30-2.69												0	
2.70-3.00												0	
3.01-3.29												0	
3.30-3.69												0	
3.70-4.00												0	
4.01-4.30												0	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0

#2 Credits attempted/earned

	Non-Degree	Degree	TOTAL
TOTAL # OF CREDITS ATTEMPTED:			0
TOTAL # OF CREDITS EARNED:			0

#3 TOTAL # STUDS. WITH AWARD COUNTER = .50 NOT MAKING SATISFACTORY PROGRESS: _____

8D: AWARD COUNTER = NON-FUNDED STUDENTS

#1 Distribute students by credits earned and cumulative gpa.

CUM. GPA	CUMULATIVE # OF CREDITS EARNED AT YOUR INSTITUTION												
	(A) 0-12	(B) 13-24	(C) 25-36	(D) 37-48	(E) 49-60	(F) 61-72	(G) 73-84	(H) 85-96	(I) 97-108	(J) 109-120	(K) 121+	(L) TOTAL	(M) Transfers
0-.50												0	
.51-1.00												0	
1.01-1.50												0	
1.51-1.75												0	
1.76-1.99												0	
2.00-2.29												0	
2.30-2.69												0	
2.70-3.00												0	
3.01-3.29												0	
3.30-3.69												0	
3.70-4.00												0	
4.01-4.30												0	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0

#2 Credits attempted/earned

	Non-Degree	Degree	TOTAL
TOTAL # OF CREDITS ATTEMPTED:			0
TOTAL # OF CREDITS EARNED:			0

#3 TOTAL # STUDS. WITH AWARD COUNTER = .50 NOT MAKING SATISFACTORY PROGRESS: _____

TOTAL NUMBER OF STUDENTS LISTED IN ANNUAL REPORT SUMMARY, #2: 0

TOTAL NUMBER OF STUDENTS LISTED IN TABLES 8A - 8D = 0

Summer 2010

This portion of the Annual Report requests information on the 2010 Summer Program. Please include all students who were reported on the summer supplemental roster that is submitted with your Summer 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 summer budget contributions or restrictions.

TABLE 10 APPLICATION/ENROLLMENT PROCESS

NOTE: Some of your students may have been impacted by failing the Alternate High School Assessment test. Please do NOT include them in Table 10. Please go to TABLE 14.

1. How many initial students filed an application for EOF at your institution? _____
2. How many initial students who applied for EOF received offers of admission? _____
3. For those initials who received offers, how many:

Line 1

A: accepted	B: actually attended summer 2010	C: did not attend summer 2010

Line 2

Of those listed in 1A, how many were not freshman students?	Of those listed in 1B, how many enrolled for fall 2010?	Of those listed in 1C, how many enrolled for fall 2010?

4. Provide your initial summer program attendance policy. If all initial students are not required to attend, include the criteria used for excusing students from attending the summer program.

NOTE: Some of your students may have been impacted by failing the Alternate High School Assessment test. Please do NOT include them in Table 10, #5. Please go to TABLE 14.

5. For those rejected for EOF at your institution, please indicate the primary reason:

	# students
ACADEMIC INELIGIBILITY	
a. Over qualified	_____
b. Lack of motivation/potential	_____
c. Insufficient preparation	_____
d. Other	_____
FINANCIAL INELIGIBILITY	
e. Over income	_____
f. Incomplete financial aid data	_____
g. Other	_____
BUDGETARY	
h. Program budget insufficient to support	_____
TOTAL REJECTED*:	0

*Should equal the number of initial applications filed (#1) minus the number of initials who received offers of admission (#2)

TABLE 11 SUMMER COURSES

Please provide information for each course offered to INITIAL students. (Additional page may be used if needed.)

credits: Does the course offer credits toward graduation? If so, how many credits?
non-degree credits: Is it a non-degree course? If so, how many non-degree credits?
Course type: Provide the type of course (i.e. regular classroom, basic skills, workshop, computer-aided instruction)
Summer only course: Was the course designed specifically for summer? Yes or no

Course Title	# degree credits	# non-degree credits	Course type	Summer only course (Yes/No)	# students enrolled	# with passing grade

TABLE 12 SUMMER BASIC SKILLS REMEDIATION

Of the EOF initial students who completed the summer 10 program, how many continue to show a need for basic skills remediation and will take remedial courses in the academic year?

in 1 area of remediation

MATH only	WRITING only	READING only	READING/WRITING*	TOTAL

*** Reading/writing combined course**

in 2 areas of remediation

MATH+WRITING	MATH+READING	WRITING+READING	READING/WRITING*+MATH	TOTAL

*** Reading/writing combined course**

in 3 areas of remediation

MATH+WRITING+READING

TABLE 13 RENEWAL STUDENTS

Categorize the number of RENEWAL STUDENTS who attended the summer program by reason for attending. Please indicate the number who received EOF Summer Article III funds vs. those renewals who did not receive EOF Summer Article III funds to attend a summer session. Students receiving any amount of Article III support should be listed under # RECEIVING FUNDS.

	# receiving funds	# not receiving funds
a. Students who need six (6) credits or less to graduate in August.	_____	_____
b. Students who need to maintain satisfactory academic progress.	_____	_____
c. Students who need to complete the remedial/developmental sequence prior to returning in the fall.	_____	_____
d. Students who must complete prerequisites in order to remain in academic sequence.	_____	_____
e. Students on probation who need to improve academic standing.	_____	_____
f. Students who need to repeat courses not successfully completed (F, Incomplete, etc.)	_____	_____
g. Students who are participating in acceleration and/or special summer enrichment programming.	_____	_____
h. Other (explain below).	_____	_____

TABLE 14 ALTERNATE HIGH SCHOOL ASSESSMENT TEST

The state Department of Education changed the high school exit exam for 2010. The new test, Alternate High School Assessment, is administered and scored differently than the old test, resulting in almost 3000 high school students not graduating as expected.

How many students were offered admission but did not attend the summer program due to this change? _____

Of those impacted by this change, how many students attended your summer program? _____

How many students who attended the summer program were not permitted to attend the fall semester? _____

COMMENTS: