

# STOCKTON UNIVERSITY



## PROCEDURE

### **Educational Opportunity Fund Program**

Procedure Administrator: Vice President, Student Affairs

Authority:

Effective Date: September 22, 2009

Index Cross-References: Policy III-100: Educational Opportunity Fund Program

Procedure File Number: 3920

Approved By: Dr. Herman J. Saatkamp, Jr., President

### E.O.F. ADMISSION PROCEDURES

#### I. PURPOSE:

To describe the procedures governing admission to the Educational Opportunity Fund Program.

#### II. PROCEDURE:

- A. Applications to the E.O.F. freshman class are processed during the Fall and Spring terms. Consideration for the E.O.F. Program is given to applicants who submit the FAFSA (Free Application for Federal Student Aid) and complete an application for admission. The FAFSA is available from high school guidance offices and Stockton's Office of Financial Aid. Applications for admission are available from Stockton's Office of Enrollment Management. Applicants who file the FAFSA or the application for admission beyond the deadline may find class space unavailable.
- B. Although standardized tests are not the determinant for an admissions decision, the E.O.F. applicant must submit scores from the Scholastic Aptitude Test (SAT) or the American College Test (ACT). The freshman applicant wishing to receive admissions consideration under the provisions of the E.O.F. Program must:
  1. Submit the completed application and application fee waiver (no fee required);
  2. Secondary school transcript;
  3. SAT or ACT scores;

4. Submit to the Office of Financial Aid, a completed FAFSA by the deadline and all other requested supportive data.
- C. Transfers. Transfer applications are processed for both the Fall and Spring terms. The transfer applicant who has previously received an E.O.F. grant retains his or her eligibility as long as financial and academic eligibility requirements are met and the proper application procedure is followed. Prior to an admissions decision, an E.O.F. applicant who is transferring from another college in New Jersey must:
1. Submit up-to-date transcripts from all colleges;
  2. Submit to the Financial Aid Office all supporting documents.
- D. Summer Program. Under the provisions of the Educational Opportunity Fund Program, freshmen slated to attend the college term beginning in September are required to attend a Summer Program, an intensive five week program designed to strengthen students' adjustment to, and preparation for college.
- E. Liability. Responsibility for submitting accurate information to institutional officials rests with the applicant. Stockton University and the State of New Jersey are absolved from any responsibility for funding when grants are based on fraudulent, inaccurate or misleading information.

## FINANCIAL AID REQUIREMENTS FOR E.O.F. ELIGIBILITY

### I. PURPOSE:

Financial Aid Statements - to explain the procedures for applying to or remaining in the E.O.F. Program.

### II. PROCEDURE:

- A. Initial Students. First-time freshmen entering the E.O.F. Program at Stockton University are required to complete and submit the applicable financial documentation according to the schedule specified by the Office of Financial Aid:
1. The Free Application for Federal Student Aid (FAFSA), to be completed by all students.
- B. E.O.F. Renewal Students. All students currently attending the Stockton University under the provisions of the Educational Opportunity Fund Program must reapply for funds every academic year since E.O.F. funds are not automatically renewed. The Free Application for Federal Student Aid, available via the web, is the official document to be used for reapplying.

- C. E.O.F. Transfer Students. All students transferring to Stockton from other E.O.F. programs within the state must reapply under the category of renewal students. The student must follow the same procedure delineated in Part A. In addition, the student must forward his/her financial aid transcript from the sending institution.

## PROCESSING ARTICLE III GRANT MONEY FOR E.O.F. STUDENTS

### I. PURPOSE:

To explain the procedures to be followed in requesting Article III grant monies.

### II. PROCEDURE:

- A. All students are required to complete a FAFSA form.
- B. The Financial Aid Office receives an enrollment printout to verify enrollment status and credit load for E.O.F. students from the Office of the Registrar. No E.O.F. students will receive Article III funds unless he or she is a full-time student.
- C. The Financial Aid Office then sends valid Student Eligibility Notices (SEN's) to Trenton for payment of funds.
- D. Stockton's E.O.F. Office also forwards the roster to the Bursar's Office for verification and sends the list to E.O.F. Central in Trenton.
- E. The E.O.F. Central Office electronically submits a payment to Stockton's Bursar's Office after names have been verified against valid SEN's summary sheets and enrollment figures.
- F. The Bursar's Office at Stockton deducts any expenses that the student may have incurred for the present academic year and distributes the balance of the Article III Grant to the student.

## E.O.F. FINANCIAL AID APPLICATION PROCEDURES

### I. PURPOSE:

To inform E.O.F. students of the application procedures and deadline specified by the Office of Financial Aid.

### II. PROCEDURE:

- A. All prospective E.O.F. grant recipients are notified concerning deadline dates for funding application.
- B. All E.O.F. grant recipients are notified concerning deadline for submission of the Free Application for Federal Student Aid (FAFSA).

- C. All E.O.F. grant recipients are notified concerning financial aid workshops or briefings conducted by the Office of Financial Aid and the Educational Opportunity Fund Program.

### TRANSFER APPLICATIONS TO E.O.F.

#### I. PURPOSE:

To explain the procedures for applying to the E.O.F. Program as a transfer student.

#### II. PROCEDURE:

- A. All students applying for the E.O.F. grant as transfer students must have been E.O.F. grant recipients at their previous institutions.
- B. All students must transfer with at least a "C" (2.0) grade-point average.
- C. All students must submit all financial aid documentation to the Office of Financial Aid.

### EDUCATIONAL OPPORTUNITY FUND STAFF RESPONSIBILITIES

#### I. PURPOSE:

To delineate the responsibilities of the support service staff of the Educational Opportunity Fund Summer/Academic Year Program.

#### II. PROCEDURE:

- A. Academic Monitoring. The E.O.F. counselors are responsible for counseling students in the following areas:
  - 1. Tardiness and/or absence from classes;
  - 2. Tardiness and/or absence from tutoring;
  - 3. Mid-term evaluations (one form should be forwarded to all instructors).
- B. Vehicle Policy. Only professional staff members can drive state vehicles.
- C. Food Adjustments. The professional staff is responsible for facilitating menu adjustments.
- D. Daily Class/Tutor Attendance. All data reflecting class and tutorial attendance is forwarded to the E.O.F. office by the Academic Coordinator.
- E. Medical Problems. The Residential Coordinator(s) are responsible for the scheduling and implementation of routine doctor/hospital runs. In emergency situations, all staff members are expected to assist.

- F. Morning Exercises/Evening Curfew. The Residential Coordinator(s) are responsible for this function. With the support of the tutors and the Academic Coordinator, all students are awakened during the designated times and checked into their residence hall/apartment during the designated time.
- G. Residence Hall Policy Violations. The Residence Coordinator(s) are responsible for keeping a daily log of all violations of program policy that occur in the apartments or the residence hall. It is the responsibility of the tutors to report program policy violations to the Residence Coordinator(s). "Good sound judgment" is fundamental when dealing with residential problems. On a daily basis, the Residence Coordinator(s) should gather the collected data and forward a formal report delineating the problems and naming the students guilty of policy violations. The report should be submitted to the Director of E.O.F.
- H. Apartment/Residential Hall Counseling. Informal counseling is to be practiced by coordinators and tutors. Any formal counseling, due to policy violations, should be conducted by the Wellness Center. Once again, "good sound judgment" is the key to success. Questionable cases should be referred to the Director of E.O.F.
- I. Office Hours. The Residential and Academic Coordinator(s) should spend some time during the day in the office with staff. This is to be an informal contact. The coordinators should keep the E.O.F. professional staff informed of their location during the day so that they may be contacted if an emergency occurs. The tutors should also meet informally on a daily basis with the E.O.F. professional staff.

## E.O.F. PROGRAM ACADEMIC SUPPORT SERVICES

### I. PURPOSE:

To explain the procedures followed in providing academic monitoring, through mid-term evaluations, to the Educational Opportunity Fund Program students.

### II. PROCEDURE:

The Educational Opportunity Fund (E.O.F.) Program provides, through mid-term evaluations, academic assistance as necessary to participating students. The E.O.F. group consists of all students participating in the University's Educational Opportunity Fund program; however, the mid-term monitoring procedure is used to assess the progress of two E.O.F. sub-groups.

A. BASK E.O.F. Students

1. The BASK E.O.F. student sub-group consists of all E.O.F. students who were placed into the University's Basic Skills (BASK) Program, based on their performance on the New Jersey College Basic Skills Placement Test, administered at the close of the E.O.F. Summer Program.

B. Academic Difficulty (=80%)

1. Students in academic difficulty are those who have completed less than 80% of their attempted credits.

C. Academic Monitoring

1. The academic record of all students participating in the E.O.F. program is reviewed. At that time "academic difficulty" and BASK/E.O.F. students are identified and subsequently notified by the Assistant Directors of E.O.F. of their academic status.
2. Mid-term evaluation forms for these students should be forwarded to respective faculty two weeks before the mid-point of each academic term. Follow-up requests should be sent to faculty who do not respond to initial requests.
3. Upon receipt of the returned evaluation forms, an individualized summary of the student's performance is prepared.
4. Once the faculty assessment summary is completed, the student receives a letter noting his or her overall class performance. Recommendations on the course of action a student should take to improve his or her status is included in the letter to the student (e.g., tutoring skills assistance, meeting with academic advisors, etc.) .
5. Notification should be sent to responding faculty members thanking them for their cooperation and informing them of the way in which the evaluations are used to improve student performance.

## PRECEPTORIAL ADVISING OF E.O.F. STUDENTS

I. PURPOSE:

To assist preceptors as they advise E.O.F. students.

## II. PROCEDURE:

- A. During the E.O.F. Summer Program, students are given briefings and participate in workshops which are designed to familiarize them with preceptorial advising, drop/add procedures, use of the Stockton University Bulletin, registration procedures, matriculation, etc.
- B. E.O.F. counselors are asked to familiarize themselves with the Stockton Bulletin and the current "Schedule of Courses" to prepare themselves for preceptorial meetings with E.O.F. freshman students.

### E.O.F. PROFESSIONAL STAFF ADVISING

#### I. PURPOSE:

To provide the E.O.F. student with advising on academic, social and/or financial concerns.

#### II. PROCEDURE:

- A. The E.O.F. counselor may determine when counseling is necessary, based on Skills Center reports, preceptors' or instructors' comments, student requests, etc.
- B. After meeting with the students, the counselor will prepare a Report Form for inclusion in the student's E.O.F. file.
- C. If the student fails to respond to the initial request, a follow-up appointment form is sent to the student. If the student does not respond to the second request, a formal appointment letter, signed by the Director of E.O.F. is sent to the student.
- D. All completed counseling sessions are recorded on a counseling log which is used for statistical analysis of contact hours for each student.

### SKILLS COMPETENCY TUTORING FOR E.O.F. STUDENTS

#### I. PURPOSE:

To provide advising and content tutoring to those E.O.F. students who have failed one or more BASK courses and are subsequently required to pass a competency examination.

#### II. PROCEDURE:

- A. Request BASK grades from the Office of the Registrar or through Banner.

- B. Contact all E.O.F. students by letter if they have failed one or more BASK courses. The letter serves to notify the students that they have failed a BASK course and should attend an advising meeting, sponsored jointly by the Skills Center and the E.O.F. Office.
- C. During the meeting, regular tutoring and advising schedules should be arranged for each student.
- D. The student's progress and attendance is monitored on a regular basis by the E.O.F. staff through Progress Reports, prepared by the Skills Center.
- E. As students are counseled during their regular weekly appointment with E.O.F. staff, a Counseling Report Form is prepared for the student's E.O.F. file.
- F. Counseling sessions are recorded on a Counseling Log which is used for statistical analysis of contact hours.
- G. Reminder letters are sent to any student who fails to keep Skills Center appointments or E.O.F. counseling appointments. Copies of such correspondence are filed in the individual student's files.
- H. Shortly before the competency examination date, a letter is sent to each examinee. The letter serves as a reminder of the test date and as support and encouragement.

## NON-BASK TUTORING FOR E.O.F. STUDENTS

### I. PURPOSE:

To provide advising and content tutoring to those E.O.F. students who failed non-BASK courses.

### II. PROCEDURE:

- A. Obtain the Transfer grades from the Office of the Registrar or through Banner.
- B. Send letters to all non-BASK E.O.F. students whose academic average is not at least 80% passing. Students are requested to contact their E.O.F. advisor to schedule regular weekly advising appointments.
- C. Prepare a Report during regular weekly appointments with E.O.F. counselors which serve as a permanent record for the student's E.O.F. file.
- D. Record counseling sessions on a counseling log which is used for statistical analysis of contact hours for each student.



Approval History:

	Date
President	9/22/09