Program Guidelines

Director
Marsha Besong, Ed.D.

EOF Senior Counselors
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The Mission of EOF

The Rutgers University-Camden Educational Opportunity Fund (EOF) Program serves highly motivated first-generation students from educationally and economically disadvantaged backgrounds in New Jersey by providing access to higher education and the services and opportunities to achieve success in college and beyond. Consistent with the mission and values of the Rutgers University-Camden campus and the Division of Undergraduate Education and Student Success, the EOF staff provide services that focus on student learning and success, encourage civic engagement, promote leadership development, prepare students for life and work after college, and instill within their students an appreciation for diversity and lifelong learning.

Objectives

- Outreach to high schools and community-based organizations
- Enroll undergraduates meeting NJ State guidelines
- Lower time to degree statistics for participating students as compared to national trends i.e. less than six year graduation rate
- Introduce students to University policies, procedures and degree requirements
- Introduce students to University services and experiential learning opportunities
- Build a sense of community among EOF students
- Academically prepare first-year students for their first-year through summer program courses and services
I. Student Information

Name:____________________________________________________

Rutgers ID#:________________________

Mailing Address:____________________________________________

Rutgers email (only):____________________________________________

Phone number:_____________________________________________

Gender: __Male __Female

Are you transferring to Rutgers Camden as part of your admission to the University?

Yes________ No________

School of enrollment and major:

__College of Arts and Sciences and major______________________________

__School of Business and major ________________________________

__School of Nursing

Do you intend to:

_____Live with parents/guardian

_____Your own apartment/house

_____On-campus housing

Race/Ethnicity optional

__Black/African American

__American Indian or Alaskan Native

__Asian

__Hispanic, of any race

__White

__Native Hawaiian or Pacific Islander

__Two or more races

__Race and Ethnicity unknown
II. Support Services

Which of the following represent(s) your primary interests and/or concerns?

**Learning Support**
- Test Taking Strategies
- Writing Skills
- Math Skills
- Reading Skills
- Time Management
- Public Speaking
- Receive tutoring in selected courses
  (Please list these):

_________________________________
_________________________________
_________________________________

_________________________________


**Getting Involved**
- Undergraduate Research
- Study Abroad
- Community Service/Civic Engagement
- Student Leadership/Organizations
- Athletics

**Career Resources**
- Resume development
- Preparing for a job search
- Developing job interview skills
- Internship
- Graduate School search

**University and Civic Engagement**
- Participation in clubs and organizations
- Community Outreach/volunteering
- Leadership Development
- Greek Life
- Clubs and Organizations
- Study Abroad

**Personal Health and Well Being**
- Personal concerns
- Nutrition
- Exercise

**Academic Advising**
- Choosing a major/academic program
- Choosing courses to fulfill / or meet my curricular requirements

**Financial**
- Financial Aid package
- Financial planning
- Financial difficulty
III. University Preparatory Summer Institute (SI):
Required Participation for all First-Time, First-Year College Students
Seeking Enrollment for Fall 2015

**Summer Institute (SI)**
Your admission into Rutgers University-Camden Campus is contingent upon successful completion of the Educational Opportunity Fund Summer Institute (SI). In order to successfully complete the Summer Institute, you are expected to meet the following expectations:

5 week on-campus residency and successful completion of college courses.

- Attend all classes and arrive to class on time.
- Come prepared to all classes and turn in all assignments on time.
- Demonstrate respectful and courteous behavior in class and outside of class.
- The RU Express account can be used for **meal purchases only**.
- Attend all Supplemental Instruction sessions for your classes.
- Attend all evening Residence Life programs offered.
- Attend all Friday EOF classes and workshops offered.
- Show maturity and professionalism.
- Turn OFF cell phones during all classes and EOF Summer Institute Programs.
- Follow all residential policies and procedures, and instructions given by the Residence Life Staff.
- Adhere to all Rutgers University policies and procedures (see RU catalog).

Disregard of any policies and procedures will result in Non-Compliance write-ups, potentially leading to your dismissal from EOF AND Rutgers-Camden University.

I,________________________________________, have read, understand and agree to abide by the Summer Institute guidelines. Failure to meet all SI requirements and/or complete the SI, may result in the admission’s decision being rescinded.
Program eligibility is determined on the basis of state guidelines and program compliance.

### EOF Income Eligibility Scale 2015-2016

<table>
<thead>
<tr>
<th>Household Size (including student)</th>
<th>Family Gross Income Does Not Exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$23,340</td>
</tr>
<tr>
<td>2</td>
<td>$31,460</td>
</tr>
<tr>
<td>3</td>
<td>$39,580</td>
</tr>
<tr>
<td>4</td>
<td>$47,700</td>
</tr>
<tr>
<td>5</td>
<td>$55,820</td>
</tr>
<tr>
<td>6</td>
<td>$63,940</td>
</tr>
<tr>
<td>7</td>
<td>$72,060</td>
</tr>
<tr>
<td>8</td>
<td>$80,180</td>
</tr>
</tbody>
</table>

** For each additional member of the household, add $8,120.
As indicated, the staff of the Rutgers-Camden EOF Program is dedicated to helping you achieve academic success and is committed to helping you earn your bachelor’s degree. Although we will support you throughout your entire college career, ultimately it is up to YOU to take advantage of the opportunities, advice, and sources of support provided to you. You are expected to be an active participant in your education, be aware of your academic requirements, track your academic progress, and demonstrate your commitment to achieving your academic goals through hard work, use of resources, and dedication. All EOF students are expected to

- Maintain full-time (minimum 12 credit hours) enrollment in the Fall and Spring semesters unless given special permission to attend on a part-time basis by the Director. **Completion of 30 credits approved for the major per year leads to completion of a 120 credit major in four years;**

- Declare major prior to completion of 60 credits, unless approved by the EOF Director;

- Complete degree requirements within a 5 year graduation plan, unless approved by the Director. Funding beyond this is determined on a case by case basis;

- Meet Standards of Academic Progress (SAP) and good academic standing requirements as determined by the University;

- Meet regularly with their EOF Counselor and keep Counselor informed of personal, academic, and/or financial issues and/or changes;

- Attend required educational enrichment activities;

- Participate in tutoring and other academic support sessions as directed by your EOF Counselor;

- Activate, use, and read Rutgers email on a regular basis;

- Submit required financial aid documentation each semester as indicated by the Office of Financial Aid, the NJ Higher Education Student Assistance Authority (HESAA), and/or your EOF Counselor; and

- Verify residential status, financial eligibility, and personal contact information each semester.
### First Year EOF Students (Freshmen and Transfer)

<table>
<thead>
<tr>
<th>Good Academic Standing</th>
<th>NOT in Good Academic Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Completed Summer Institute with no conditions.)</td>
<td>(Term and cumulative grade point average less than 2.20 or failed SI course)</td>
</tr>
<tr>
<td>First-year students must meet with assigned EOF Counselor once a month for first year and maintain regular contact (i.e. follow-up appointments; email).</td>
<td>Students must:</td>
</tr>
<tr>
<td></td>
<td>• Meet with EOF Counselor once a month</td>
</tr>
<tr>
<td></td>
<td>• Attend required Learning Center tutoring if grade point average is less than 2.2 or you earn fewer than 12 credit hours (combined degree and non-degree credits) within any Fall or Spring semester.</td>
</tr>
<tr>
<td></td>
<td>• Meet with Learning Specialist to develop an academic plan</td>
</tr>
<tr>
<td>Students must show proof of participation in a minimum of 2 educational enrichment activities each semester (i.e. workshops held by EOF, Learning Center, Career Services, participation in internship and/or volunteer activities).</td>
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</tr>
<tr>
<td>Students must meet with your assigned major academic advisor a minimum of 1 time each semester.</td>
<td>Must meet with your assigned major academic advisor a minimum of 1 time each semester.</td>
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### Continuing EOF Students

<table>
<thead>
<tr>
<th>Good Academic Standing</th>
<th>NOT in Good Academic Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Term and cumulative grade point average higher than 2.0)</td>
<td>(Term and cumulative grade point average less than 2.0)</td>
</tr>
<tr>
<td>Must meet with assigned EOF Counselor a minimum of three times a semester</td>
<td>Students must:</td>
</tr>
<tr>
<td></td>
<td>• Follow guidelines for good academic standing</td>
</tr>
<tr>
<td></td>
<td>• Attend required Learning Center tutoring, if grade point average is less than 2.2 or you earn fewer than 12 credit hours (combined degree and non-degree credits), within any Fall or Spring semester.</td>
</tr>
<tr>
<td></td>
<td>• Meet with Learning Specialist to develop an academic plan</td>
</tr>
<tr>
<td>Students must show proof of participation in a minimum of 2 educational enrichment activities each semester (i.e. workshops held by EOF, Learning Center, Career Services, participation in internship and/or volunteer activities).</td>
<td>Students must show proof of participation in a minimum of 3 educational enrichment activities as determined by your EOF Counselor each semester (i.e. workshops held by EOF, Learning Center, Career Services, and participation in internship and/or volunteer activities).</td>
</tr>
<tr>
<td>Must meet with your assigned academic advisor, for your major, a minimum of 1 time each semester.</td>
<td>Must meet with your assigned academic advisor, for your major, a minimum of 1 time each semester.</td>
</tr>
</tbody>
</table>
Compliance Review and Implications of Not Adhering to EOF Program Expectations

Your adherence to program expectations will be reviewed each semester. Failure to comply with expectations will result in your dismissal from the EOF Program and the loss of your EOF grant. Students who do not meet program requirements will receive a written warning from their EOF Counselor outlining the implications of non-compliance and will be required to respond to and meet with their Counselor within ten business days. Students who fail to respond to notification will be placed on Grant Probation status for the subsequent semester. If a student does not meet all compliance expectations in the Grant Probation semester, s/he will be removed from the EOF Program and their EOF Grant will be lost. During the Grant Probation semester, the student will be considered a Non-Funded EOF Student*.

Students who fail to meet compliance standards are ineligible to apply for or receive any EOF-sponsored scholarships, awards, or apply for summer funding grants.

Appeal Process

Students placed on Grant Probation status for non-compliance may appeal this decision. A written appeal must be submitted as indicated in the Grant Probation notification. Appeal forms can be obtained from your EOF Counselor.

The appeal should:

1) Describe and document any extenuating circumstances that prevented the student from meeting EOF Program expectations.

2) Outline a plan of how EOF Program expectations will be met in the future. The EOF Program staff will review appeals. Appeal decisions are final. Students whose EOF Grants are continued upon successful appeal will be funded after all eligible EOF Program participants have received their EOF grants, and only if funds are available.

Grant Reinstatement After a Semester of Grant Probation Status

Students placed on Grant Probation status for non-compliance may continue as a Non-Funded EOF Student. Such students may apply for grant reinstatement after demonstrating program compliance during their period of Grant Probation status. Students whose EOF Grants are reinstated will be funded after all eligible EOF Program participants have received their EOF grants, and only if funds are available.

Non-Funded EOF Students

Non-funded EOF students receive all Rutgers-Camden EOF Program services and supports with the exception of the EOF Grant. Two types of students may be categorized as EOF Non-Funded Students:

- Students who previously received funding but lost their grant after failing to meet EOF Program expectations and compliance standards, and/or are in Grant Probation status.

- Students who no longer meet EOF State guidelines for admission can continue to receive all supportive services from EOF.
EOF Non-Funded Students are expected to adhere to all EOF Program expectations and compliance standards.

**STATEMENT:** I understand that:

a) Failure to establish a record of participation in the EOF program’s services, academic advisement, career development and learning assistance programs can result in the suspension of the EOF state grant and all program sponsored financial benefits;

b) I will be informed prior to the end of each semester if I am on probation for the following semester; and,

c) I must strive to maintain Satisfactory Academic Progress (SAP), and that failure to do so can lead to ineligibility for future state and federal financial aid. In addition, any falsification of information or documents will result in defunding by the EOF Program.

**RELEASE STATEMENT:** By completing this application, I give Rutgers - Camden and the EOF Program permission to use my picture and/or information in program statistics and publications for informational and educational purposes. Information shared with EOF staff may be shared with other college staff/offices on an as needed basis for educational purposes.

Student Signature:_________________________ Date: _______________

EOF Counselor Signature:_________________________ Date: __________