

9A:11-4.4 Institutional administration

(a) Each participating institution shall provide administrative support for the efficient operation of the campus EOF program.

(b) Each participating institution that receives program support funds under Article IV shall appoint a full-time administrator/director responsible for operating the institutional EOF program.

(c) Each participating institution shall provide for the campus EOF administrator/director to have sufficient authority for the following:

1. Program planning;
2. Budget development and administration;
3. Selection, training, and supervision of program staff;
4. Monitoring program students' academic progress;
5. Development and implementation of policies and procedures that facilitate the retention, transfer, and graduation of the target EOF population;
6. Supervision and/or coordination of recruitment and enrollment management activities;
7. Review of financial aid packages for EOF students to determine the appropriateness and adequacy of financial aid awards;
8. Development of collaborative linkages with pre-college programs;
9. Assessment and evaluation of all program components;
10. Supervision and submission of all required materials to the Commission/EOF; and
11. Supervision of all data collection and development of research reports on the program.

(d) Each participating institution shall maintain clear administrative procedures for cooperative interaction with the various offices responsible for the activities outlined in (c)1 through 11 above.

(e) Personnel selected by participating institutions to administer and deliver services to EOF students are employees of the institution and are governed by that institution's personnel policies.

(f) Each participating institution shall provide for the campus EOF administrator/director to participate actively in all institutional policy making that affects the EOF program and its students, including academic standards, recruitment, and retention.

(g) At each participating institution, the campus EOF administrator/director shall make the final determination on

admitting students to the EOF program and awarding EOF Article III grants.

Amended by R.2004 d.161, effective April 19, 2004.

See: 35 N.J.R. 5533(a), 36 N.J.R. 1919(b).

Amended by R.2009 d.187, effective June 15, 2009.

See: 40 N.J.R. 6365(a), 41 N.J.R. 2471(a).

Added new (a); recodified former (a) through (f) as (b) through (g); in the introductory paragraph of (c), substituted "sufficient authority for" for "full policy oversight of"; in (c)3, inserted "program"; rewrote (c)4; in (c)9, substituted "Assessment and evaluation" for "Evaluation"; in (d), substituted "(c)1" for "(b)1"; and in (g), deleted "with an open admissions policy" following "institution".

9A:11-4.5 Recruitment and admissions

(a) The institution, through its admissions and EOF staff, has the primary responsibility for recruiting EOF students. The staff shall have the requisite skills and information to convey accurately the goals and objectives of the institutional EOF program. EOF staff shall assist in identifying, interviewing, and selecting prospective program participants, but the institution is accountable for the recruitment yield on an annual basis.

(b) Each participating public institution shall enroll at least 10 percent of its entering fall full-time freshmen through the EOF program; independent institutions are encouraged to meet this goal. The percentage shall be calculated from the number of EOF freshmen in a given fall semester and the number of full-time first-time New Jersey residents in the previous fall's freshman class. Students who are counseled at entrance to pursue a part-time courseload and receive an Article III part-time student grant shall be counted in calculating an institution's EOF fall freshman percentage.

(c) Each participating institution shall annually develop and implement a plan to recruit, identify, and select potential students for the EOF program. This process/procedure shall be subject to audit by Commission/EOF staff at any time. The plan shall focus primarily on identifying a significant pool of potential students who meet the student eligibility criteria in N.J.A.C. 9A:11-2.2 and the financial eligibility criteria defined in N.J.A.C. 9A:11-2.3. The plan also shall establish a priority selection process that includes a waiting list, as well as appeal procedures for EOF freshman, transfer, and readmit applicants.

(d) The campus EOF administrator/director shall make the final determination on the awarding of Article III undergraduate student grant funds to students initially admitted to the institution's EOF program who withdrew or were academically dismissed or suspended but are subsequently re-admitted to the institution.

Amended by R.2004 d.161, effective April 19, 2004.

See: 35 N.J.R. 5533(a), 36 N.J.R. 1919(b).

In (d), substituted "make the determination on" for "approve" following "administrator/director shall" and substituted "but" for "and" following "dismissed or suspended".

Amended by R.2009 d.187, effective June 15, 2009.

See: 40 N.J.R. 6365(a), 41 N.J.R. 2471(a).

In (b), inserted first occurrence of "full-time" and the last occurrence of "fall"; and in (c), updated the second N.J.A.C. reference.

9A:11-4.6 Criteria for admission

(a) Each institution shall develop clearly defined criteria for the admission of students into the EOF program. Such criteria shall be consistent with the EOF mission, scope, purpose, student eligibility, and student transfer procedures in N.J.A.C. 9A:11-1.3, 1.4, 2.1, 2.2, 2.3, 2.12 and 5.4(b). Such criteria shall be available to secondary schools and community organizations in the recruitment region.

(b) EOF admissions criteria shall be derived from a combined assessment of qualitative and quantitative indices. The qualitative indices may include personal interviews, employment history, volunteer and student leadership experiences, and letters of recommendation from knowledgeable community leaders. The quantitative indices may include student aptitude test scores, high school transcripts, institutional entrance and placement tests, and writing samples.

Amended by R.2009 d.187, effective June 15, 2009.

See: 40 N.J.R. 6365(a), 41 N.J.R. 2471(a).

In (a), updated the N.J.A.C. references.

9A:11-4.7 Student transfer procedure

(a) Each participating institution shall develop and maintain a well-defined, written policy to facilitate transfer of EOF students between same-level institutions and from two-year to four-year institutions.

(b) The campus EOF administrator/director at the receiving institution shall make the final determination on which transfer students shall receive an EOF grant. This is to ensure that the EOF program can provide these students with adequate educational support services and monitor their academic progress, as well as to maintain fiscal controls and budget management.

(c) The EOF program shall be able to demonstrate delivery of services as outlined in N.J.A.C. 9A:11-4.8 to students who are eligible for funding consideration under N.J.A.C. 9A:11-2.12, Transfer of eligible students to another participating institution.

Amended by R.2004 d.161, effective April 19, 2004.

See: 35 N.J.R. 5533(a), 36 N.J.R. 1919(b).

In (c), amended the N.J.A.C. reference.

9A:11-4.8 Eligible program support components

(a) The campus program shall supplement, but not supplant, services already available to the general student population.

(b) Each participating institution shall structure activities that provide educational enrichment for EOF students, improve their academic performance, promote their retention and progress toward graduation, and acknowledge their academic success and leadership development within the period of program eligibility and the institution's academic standards. These activities shall include, but are not limited to:

1. Skills assessments: Each institution shall assess EOF students' basic skills needs, learning styles, computer literacy, and ongoing academic performance;
2. Remedial developmental instruction: Each institution shall provide remedial, ESL, and developmental programs designed to remedy academic deficiencies;
3. Monitoring student academic progress: Each institution shall monitor EOF students' academic progress and inform them of their standing in a timely fashion;
4. EOF advisement/counseling: Each institution shall provide advisement/counseling programs designed to place students in the appropriate courses for their desired degree program and to help them realize their educational, career, and personal goals;
5. Supplemental instruction/tutoring: Each institution shall provide well-defined programs of supplemental instruction, tutoring, and study supervision to help EOF students resolve learning difficulties. These programs may include peer learning groups and specially adapted versions of courses that are prerequisites to majors;
6. Services for limited-English-proficient EOF students: Each institution that enrolls limited-English-proficient students in their EOF program shall provide developmental, counseling, and support services to enhance and strengthen these students' academic performance;
7. Preparation for community college EOF students to transfer to four-year institutions: Each institution shall develop initiatives to promote EOF student transfer from county to senior institutions;
8. Preparation for careers, graduate, and professional education: Each institution shall provide programs designed to prepare EOF undergraduates for professional careers and/or enrollment in graduate/professional school. Campus EOF staff working with the institutional placement office and academic departments shall coordinate these services, which shall include career interest testing, resume preparation, and job search and interview techniques, as well as programs to nurture student interest in graduate and professional education. Such programs may include assistance with the application process for undergraduate research experience programs, graduate/professional school test preparation, graduate and professional school application process, grants, scholarships, fellowships, and other forms of financial assistance;
9. Student leadership development: Each institution shall provide programs designed to foster cultural diversity, racial harmony, civic engagement, social responsibility, and the improvement of human relations. The program design may include developing conflict resolution and empowerment skills, as well as an understanding of the responsibilities leaders must assume; and
10. Orientation: Each institution shall annually inform students in writing of its policies and procedures for par-