



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Bureau of Higher Education Opportunity Programs, Vocational and Applied Technology Education Act, and Scholarships  
Room 1071 Education Building Addition, Albany, New York 12234  
Tel. (518) 474-5313  
Fax (518) 486-5221  
E-mail: dmercado@mail.nysed.gov

ADM 9807

TO: Project Directors  
FROM: Douglas P. Mercado *DPM*  
SUBJECT: Policy and Information  
DATE: April 5, 1999

Information

1. HEOP Bureau Procedures - As a service, in connection with your 1998-99 Final Report, we will again review and clear the roster pages, page 2 and page 3 of your Final Report in advance of the submission of the rest of the report. These pages are where most problems with the Final Report originate; thus, it will help you, and us, to have them reviewed prior to finalizing the remainder of the report. To take advantage of this service, please send the requested pages of the 1998-99 Final Report no later than **May 14, 1999**. We will clear them and return them to you by June 11, 1999. The corrected pages should be submitted as part of the completed Final Report, with Columns 7 and 8 of the roster pages and Columns 6, 7 and 8 of page 3 filled in as appropriate for Spring 1999. Last year 62 programs out of 69 took advantage of this service. Enclosed is a checklist for Early Final Rosters for your use in preparing the rosters.
2. HEOP Annual Report for 1997-98 - Two copies of the report are enclosed for your use. A copy has been sent to your president under separate cover. The 1997-98 program year was another successful one for our students and programs. You, your staff, and institution should take pride in your students' achievements.  
  
Please use the many instances of success contained in the report to bolster your own advocacy efforts. Also, please remember to send us information regarding your students and their success with the Final Report.
3. 1999-2000 State Budget - As of today, the State does not have an approved State budget. The proposed budget from the Assembly has a \$5.6 million increase for HEOP. The Senate version does not contain an increase. The Governor's Executive Budget request did not contain an increase for HEOP and wants to transfer the program to the Higher Education Services Corporation.

4. Dates to Remember

- |                  |                                       |
|------------------|---------------------------------------|
| Now until May 14 | - Early Roster review.                |
| June 30          | - 1998-99 HEOP Final Report is due.   |
| July 11-14       | - 1999 ATW at RPI                     |
| August 1         | - Final voucher is due for 1998-99    |
| September 1      | - First voucher for 1999-2000 is due. |

DPM/gs  
Enclosures

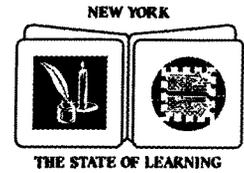
## EARLY FINAL ROSTERS

### COMMON ERRORS

1. Failure to carry over any corrections that were made from the October 15th and February 15th reports. For example, deletions, additions, change of date of entry or number of part-time hours, etc.
2. Omission of the "X" in column 7 or column 8 on the summer and fall rosters. These determinations were made at the time of the review of the February reports.
3. Failure to submit page 2 (Table 2).
4. Failure to submit page 3 (Table 3).
5. Table 3 -- Omitting the attrites and graduates from Spring of the previous year from this page. The attrites and graduates that were not counted on last year's final report must be on this page. Those names were determined when doing the October report.
6. Use of roster pages from the February and October reports instead of the final roster pages.
7. Omission of one or more of the required semester rosters.

It is important to note that if any Director disagrees with the FTE or headcount that SED comes up with, they should notify SED immediately and not assume that "SED is always correct"!

It should also be stressed that early submission of the final roster pages and Tables 2 and 3 is beneficial to both SED and the institutions.



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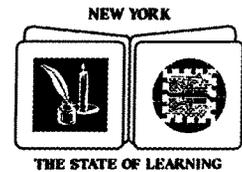
**ADM 9806**

TO: Project Directors  
FROM: Douglas P. Mercado *DPM*  
SUBJECT: Policy  
DATE: December 11, 1998

**Policy**

Spring Enrollment - Due to the large number of programs who are overenrolled beyond their budgeted FTE for the fall term, the Bureau is restricting spring enrollment only to continuing students and readmits. If this restriction will place your program into "contract rate" problems, please contact your liaison.

DPM/gs



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**ADM 9805**

TO: Project Directors  
FROM: Douglas P. Mercado *opm*  
SUBJECT: Policy and Information  
DATE: November 5, 1998

**Policy**

1. 1999-2000 HEOP Guidelines - Enclosed are two sets of the Higher Education Opportunity Program Guidelines for 1999-2000. Kindly, forward one set to your Director of Financial Aid with the enclosed letter. A copy of the Guidelines has been sent, separately, to your Chief Executive Officer

**No programs will need to submit a Letter of Intent in January 1999. A renewal application is due by February 26, 1999. The enclosed memo indicates what changes have been made to the Guidelines for 1999-2000.**

2. Responsibility for the Programs Assigned to Geneva Miller - Programs that are assigned to Geneva will be handled by Barbara Leonard until Geneva returns. Questions can be answered by myself and the other associates in the Bureau, if Barbara is not available.

**Information**

1. Revised Program Roster is Enclosed.
2. Article on public schools graduating rates is enclosed.
3. HESC brochure "Paying for College" is enclosed.
4. Department of Education List of Approved "Ability to Benefit Tests and Passing Scores" is enclosed.
5. Dates to Remember:
  - November 15, 1998 - Second payment voucher is due.
  - December 15, 1998 - Last day to request transfer of unexpended summer funds.
  - January 7, 1999 - Workshop in Albany on Application for Renewal.
  - February 15, 1998 - February 15<sup>th</sup> Report is due.

Enclosures



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November 5, 1998

Dear Director of Financial Aid:

Attached is a set of the 1999-2000 HEOP Guidelines for your use in the next program year. The HEOP economic criteria used to determine eligibility for new freshmen was approved by the Board of Regents last year.

There is no indication that TAP will be increased for the next year. As you already know, Pell will be at a \$3,125 maximum.

The Bureau has requested a \$9.3 million increase for HEOP for 1999-2000. This requested increase is for supplemental financial assistance and academic support services. We hope that the Governor and the Legislature will realize the effectiveness of HEOP and will move to reduce the burden placed on the independent institutions and program students. Your support of our request is vital and we ask you to use your influence on those that will make the final decision.

The major changes in the 1999-2000 Guidelines as it relates to student financial assistance are as follow:

1. Cumulative loan policy:
  - a. Resident HEOP student in a baccalaureate program - the maximum amount is \$19,500.
  - b. Commuter HEOP student in a baccalaureate program - the maximum amount is \$16,500.

This will require you to again fill out two self-help policy charts, one for resident students and one for commuter students.

The following HEOP policies are still in effect for the 1999-2000 program year:

1. Independent Students - HEOP's definition of "independent" conforms to the Federal definition.
2. Packaging - As you know, HEOP requires full need packaging. HEOP-SED has never permitted the substitution of Stafford (GSL) or another loan for a calculated parental or student contribution on an automatic basis. We do allow for professional judgement as

does the Office of Education. Thus when we find substitutions that result in over-packaging (if the EFC is included), we will normally make a disallowance of HEOP funds.

On the other hand, if a student refuses work or a loan, which is a regular part of the package, we do not consider the student under-packaged for that reason. The refusal amount can be considered to be part of the student/family contribution.

3. Award Letter - When a student's package changes during a program year, our requirement is that a new award letter be generated to complete the documentation cycle and place full information in the hands of the student. We try not to be unreasonable when changes are multiple or minor, but by year's end the last award letter in the student's file should reflect reality.
4. Institutional Commitment - the dollars from an institution's discretionary sources which the institution has committed in its annually approved HEOP budget are a contractual obligation, as is the State's commitment in the same document. We recognize that situations change throughout the year (e.g., revenues from the entitlement program are not always predictable), thus we permit budget amendments through May of a contract year. If, however, at the end of a year, an institution is found to have underspent its financial aid commitment, after taking enrollment shifts into account, and especially if students are under-packaged as a result, we consider the initial obligation not to have been met and will expect an adjustment to be made.
5. Flexibility in Student Awards - While institutions may choose to award all HEOP students identical amounts in the maintenance and tuition areas, guidelines permit considerable variation, with individual student HEOP awards for 1999-2000 allowed up to \$4,250. This amount may go even higher under special circumstances as described in HEOP Guidelines , Section III.B.10.c.2.

As always, if you have questions on any aspect of HEOP as it affects your responsibilities, do not hesitate to call or write.

Sincerely,



Douglas P. Mercado, Chief

DPM/gs  
Att.

THE UNIVERSITY OF THE STATE OF NEW YORK  
THE STATE EDUCATION DEPARTMENT

To: HEOP Project Directors  
From: Douglas P. Mercado   
Subject: Changes in the 1999-2000 HEOP Guidelines

Date: October 26, 1998

In reply to:

Gerald W. Patton's Cover Memo

- Date for submission of Letter of Intent --changed from January 30 to January 29 (new applicants only).
- Date for submission of full proposal --changed from February 27 to February 26 (new applicants only).
- Dates for proposal preparation and reapplication workshops:

**January 6, 1999 - New Proposals**

**January 7, 1999 - Reapplications**

- E-mail address for dmercado.

Guidelines

- Page 2: VIII. Re-inserted "Application for Renewal" section--not included last year, since all applicants submitted a full proposal.
- Page 13: D.1. Increased the allowable income offset for "two-workers" and for "sole support workers" from \$2,500 to \$2,700.  
Also increased the income eligibility guidelines for each household size.
- Page 14: 3.a. Added language to allow transition from old public assistance program titles, to new public assistance program titles. This language is a part of the newly approved HEOP guideline regulations, thus will be continued until they are replaced.
- Page 15: 4.b.5). Re-inserted section on use of professional judgement for determining independent student status.
- Page 16: 6.b.2). See explanation for additional language given for Page 14: 3.a.
- Page 17: 7.e. See explanation for additional language given for Page 14: 3.a.
- Page 23: B.1.b. Minimum salary guides for professional staff have increased:

Director -	\$27,250, increased \$250.
Other FT professionals -	\$22,000, increased \$200.

Page 31: A.3. Self-help maximum have increased:

4-year loans for Residents	\$19,500	(+\$500)
4-year loans for Commuters	\$16,500	(+\$500)
Fr. Self-help total for Residents	\$ 4,750	(+\$125)
Fr. Self-help total for Commuters	\$ 4,075	(+\$75)

Page 39: Attachment II - The HEOP Transfer Application form has been revised slightly. See the "Yes" and "No" check mark boxes for items 6 and 8.

Page 45: VII.D.5. Proposal Format for "Program Goals and Objectives" abbreviated and clarified.

Page 58: VIII.C. Checksheet for 1999-2000 Application for Renewal has a revised format.

Page 72: Appendix B-1. IV. Academic Year Student Numbers - a new section.

Page 73: Appendix B-2. Remedial, Developmental and Supportive Courses - a new format.

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Page 31: A.3. Self-help maximum have increased:

4-year loans for Residents	\$19,500	(+\$500)
4-year loans for Commuters	\$16,500	(+\$500)
Fr. Self-help total for Residents	\$ 4,750	(+\$125)
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**New York State Education Department  
ROSTER OF PROGRAMS AND PROJECT DIRECTORS**

<b>Acad. Level</b>	<b>Institution</b>	<b>Project Director</b>	<b>Telephone</b>	<b>Fax Number</b>
4-yr	<b>Alfred University</b> Alfred, NY 14802	Raymond Loh	(607) 871-2283	(607) 871-2490
4-yr	<b>Bard College</b> Annandale-on-Hudson, NY 12504	Gabriel Mendes (Acting)	(914) 758-7491	(914) 58-7628
4-yr	<b>Barnard College</b> 11 Lehman, 3009 Broadway New York, NY 10027-6598	Francesca Cuevas-Cruz <a href="mailto:Fcuevasc@barnard.columbia.edu">Fcuevasc@barnard.columbia.edu</a>	(212) 854-3583	(212) 854-7491
4-yr	<b>Boricua College</b> 3755 Broadway New York, NY 10032	Cynthia Lopez	(212) 694-1000 (718) 782-2200	(212) 694-1015 (Manhattan) (718) 782-2050 (Brooklyn)
4-yr	<b>Canisius College of Buffalo</b> 2001 Main Street Buffalo, NY 14208-1098	Lilly Adams-Dudley	(716) 888-2575	(716) 888-2525
2-yr	<b>Cazenovia College</b> Cazenovia, NY 13035	Paco Batista <a href="mailto:Batista@cazcollege.edu">Batista@cazcollege.edu</a>	(315) 655-7370	(315) 655-2190
4-yr	<b>Clarkson University</b> 316 Science Center Potsdam, NY 13699-5512	Susan Owen <a href="http://people.clarkson.edu/msdcu/html/susan.html">Http://people.clarkson.edu/msdcu/html/susan.html</a>	(315) 268-7974	(315) 268-7615
4-yr	<b>Colgate University</b> Office of Undergraduate Studies Hamilton, NY 13346	Audran Ward <a href="mailto:Award@center.colgate.edu">Award@center.colgate.edu</a>	(315) 824-7375	(315) 824-7831
4-yr	<b>College of Aeronautics (The)</b> LaGuardia Airport Flushing, NY 11371	Melanie Williams <a href="mailto:Melanie@aero.edu">Melanie@aero.edu</a>	(718) 429-6600 Ext 133/611	(718) 429-0256
4-yr	<b>College of Mount St. Vincent</b> Riverdale Avenue at 263 <sup>rd</sup> Street Riverdale, NY 10471	Audrey Rose <a href="mailto:Arose@cmsv.edu">Arose@cmsv.edu</a>	(718) 405-3275	(718) 601-6392
4-yr	<b>College of Saint Rose (The)</b> 432 Western Avenue Albany, NY 12203	Mary Fitzsimmons-Tschantret <a href="mailto:Fitzsimm@rosnet.strose.edu">Fitzsimm@rosnet.strose.edu</a>	(518) 454-5280	(518) 438-3293 -3294
4-yr	<b>Columbia Univ: Columbia College &amp; School of Engineering &amp; Applied Sciences</b> 202 Hamilton Avenue, Mail Code 2801 New York, NY 10027	Gabriel Lee Villanueva	(212) 854-3514	(212) 932-7651
4-yr	<b>Columbia Univ: School of General Studies</b> 2970 Broadway, Mail Code 4102 New York, NY 10027	Deidre Goss <a href="mailto:Dg259@columbia.edu">Dg259@columbia.edu</a>	(212) 854-4097	(212) 854-6313
4-yr	<b>Cornell University</b> 227 Day Hall Ithaca, NY 14853	Ginia Anderson <a href="mailto:Gjal@cornell.edu">Gjal@cornell.edu</a>	(607) 255-6384	(607) 254-2773
2-yr	<b>Culinary Institute of America (The)</b> P.O. Box 53, North road Hyde Park, NY 12538	Ingrid Lewis <a href="mailto:I-lewis@culinary.edu">I-lewis@culinary.edu</a>	(914) 451-1258	(914) 451-1058
4-yr	<b>Daemen College</b> 4380 Main Street Amherst, NY 14226-3592	Delons Fields	(716) 839-8249 or 839-8255	(716) 839-8516

Acad. Level	Institution	Project Director	Telephone	Fax Number
4-yr	<b>Dowling College</b> Idle Hour Boulevard Oakdale, NY 11769	Anthony Nese <a href="mailto:Nesea@dowling.edu">Nesea@dowling.edu</a>	(516) 244-3262 or 244-3263	(516) 589-6644
4-yr	<b>D'Youville College</b> 320 Porter Avenue Buffalo, NY 14201-1084	Sr. Mary Brendan Connors <a href="mailto:Connorsm@dyv.edu">Connorsm@dyv.edu</a>	(716) 881-7775	(716) 881-7790
4-yr	<b>Five Towns College</b> 305 North Service Road Dix Hills, NY 11746	Susan Abdullah	(516) 424-7000 Ext 129	(516) 424-7006
4-yr	<b>Fordham University-College at Lincoln Center</b> New York, NY 10023	Dr. Elena Lozano Vranich <a href="mailto:Vranich@marv.fordham.edu">Vranich@marv.fordham.edu</a>	(212) 636-6238 or 636-6235	(212) 581-1284
4-yr	<b>Fordham University-Rose Hill Campus</b> Freeman Hall, Room 102 Bronx, NY 10458	Stephie Mukherjee <a href="mailto:Bhowmick@murray.fordham.edu">Bhowmick@murray.fordham.edu</a> (AD)	(718) 817-4205	(718) 367-9404
4-yr	<b>Hamilton College</b> Clinton, NY 13323	C. Christine Johnson <a href="mailto:Cjohnson@hamilton.edu">Cjohnson@hamilton.edu</a>	(315) 859-4399 or 859-4398	(315) 859-4632
4-yr	<b>Hobart &amp; Wm Smith Colleges</b> Geneva, NY 14456	Edward Blackwell <a href="mailto:Blackwell@hws.edu">Blackwell@hws.edu</a>	(315) 781-3319	(315) 781-3560
4-yr	<b>Hofstra University</b> 113 Hofstra University Gallon Wing, room 132 Hempstead, NY 11550-1090	Cynthia Diaz-Wilson <a href="mailto:Ccccdw@hofstra.edu">Ccccdw@hofstra.edu</a>	(516) 463-6979	(516) 463-5139
4-yr	<b>Iona College</b> 715 North Avenue New Rochelle, NY 10801	Thomas Delvechio	(914) 633-2473	(914) 633-2096
4-yr	<b>Ithaca College</b> Danby Road Ithaca, NY 14850	Ethel David <a href="mailto:EDavid@Ithaca.edu">EDavid@Ithaca.edu</a>	(607) 274-3381	(607) 274-1224
4-yr	<b>Keuka College</b> Keuka Park, NY 14478	Nancy Bailey <a href="mailto:NMBailey@mail.keuka.edu">NMBailey@mail.keuka.edu</a>	(315) 536-5336	(315) 536-5216
4-yr	<b>LeMoyne College</b> LeMoyne Heights Syracuse, NY 13214	Carl Thomas <a href="mailto:Thomasca@oak.lemoyne.edu">Thomasca@oak.lemoyne.edu</a>	(315) 445-4190 or 445-4198	(315) 445-4540
4-yr	<b>Long Island University</b> Brooklyn Campus One University Plaza Brooklyn, NY 11201	Okarta Stevens/Diana Voelker Co-Directors	(718) 488-1043	(718) 780-4054
4-yr	<b>Long Island University</b> C.W. Post Campus Brookville, NY 11548	William Clyde, Jr. <a href="mailto:Wclyde@utan.liunet.edu">Wclyde@utan.liunet.edu</a>	(516) 299-2241 or 299-2397	(516) 299-2137
4-yr	<b>Long Island University</b> Southampton Campus Southampton, NY 11968	Annette Crippen	(516) 287-8356	(516) 283-4081
4-yr	<b>Manhattan College</b> 513 Manhattan College Parkway Bronx, NY 10471	Marilyn Carter <a href="mailto:Mcarte@manhattan.edu">Mcarte@manhattan.edu</a>	(718) 862-8000 Ext 958	(718) 543- 2132*let them know is for HEOP
4-yr	<b>Manhattanville College</b> Purchase, NY 10577	Delwing Gaines/Amanda Vasquez (Co-Directors) <a href="mailto:Dgaines@mville.edu">Dgaines@mville.edu</a>	(914) 694-2200	(914) 694-1732

Acad. Level	Institution	Project Director	Telephone	Fax Number
4-yr	<b>Marist College</b> 82 North Road Poughkeepsie, NY 12601-1387	Iris Ruiz-Grech <a href="mailto:Jwkt@maristb.edu">Jwkt@maristb.edu</a>	(914) 575-3204	(914) 471-6213
4-yr	<b>Marymount College</b> Tarrytown, NY 10591	Anna Brown	(914) 631-3200 Ext 250	(914) 631-8586
4-yr	<b>Marymount Manhattan College</b> 221 East 71 <sup>st</sup> Street New York, NY 10021	James Scagliola	(212) 517-0512	(212) 517-0413
4-yr	<b>Mater Dei College</b> 5428 State Highway 37 Ogdensburg, NY 13669-9699	Doris Best	(315) 393-5116 Ext 310	(315) 393-5930
4-yr	<b>Medaille College</b> 18 Agassiz Circle Buffalo, NY 14214	Beverly Weeks	(716) 884-3281 Ex 276/251	(716) 884-0291
4-yr	<b>Mercy College</b> 555 Broadway Dobbs Ferry, NY 10522	Winston Harrison	(914) 674-7207	(914) 693-9455
4-yr	<b>Molloy College</b> 1000 Hempstead Avenue Rockville Center, NY 11570-1199	Pamela Branham <a href="mailto:BRAPA01@Molloy.Edu">BRAPA01@Molloy.Edu</a>	(516) 678-5000 Ext 241/335	(516) 678-7295
4-yr	<b>Mount Saint Mary College</b> 330 Powell Avenue Newburgh, NY 12550	Marta Newkirk <a href="mailto:Newkirk@msmc.edu">Newkirk@msmc.edu</a>	(914) 569-3113 (914) 561-0800 General Info	(914) 562-6766
4-yr	<b>Nazareth College</b> 4245 East Avenue Rochester, NY 14618	Clemont Lynch <a href="http://www.naz.edu/heop">Htpt://www.naz.edu/heop</a> <a href="mailto:Calvnych@naz.edu">Calvnych@naz.edu</a>	(716) 389-2513	(716) 586-2452
4-yr	<b>New School University</b> 66 Fifth Avenue New York, NY 10011	Gregg Payne	(212) 229-8996	(212) 929-2456
4-yr	<b>New York Institute of Technology Metropolitan Center</b> 1855 Broadway New York, NY 10023	Hazel Campbell <a href="mailto:Hcampbell@ACL.NYIT.edu">Hcampbell@ACL.NYIT.edu</a>	(212) 261-1545	(212) 977-3460
4-yr	<b>New York Institute of Technology Old Westbury Campus</b> Wheatley Road Old Westbury, NY 11568	Frank Rodriguez	(516) 686-7574 or 686-7575 OW (516) 348-3039 CI	(516) 626-9004
4-yr	<b>New York University</b> Opportunities Programs 239 Greene Street New York, NY 10003-6674	Dr. Param Chawla	(212) 998-5670	(212) 995-4193
4-yr	<b>Niagara University</b> P.O. Box 1916 Niagara University, NY 14109-1916	Constance Mathews <a href="mailto:Cm@niagara.edu">Cm@niagara.edu</a>	(716) 286-8068	(716) 286-8061
4-yr	<b>Nyack College</b> Nyack, NY 10960	Dr. Joyce Simons <a href="mailto:Simonsj@nyack.edu">Simonsj@nyack.edu</a>	(914) 358-1710 Ext 560	(914) 353-6334
2-yr	<b>Paul Smith's College</b> P.O. Box 265 Paul Smiths, NY 12970-0265	Terrye Michaud <a href="mailto:Michaudt@paulsmiths.edu">Michaudt@paulsmiths.edu</a>	(518) 327-6480	(518) 327-6369

Acad Level	Institution	Project Director	Telephone	Fax Number
4-yr	<b>Polytechnic University</b> 6 Metro tech. Center Brooklyn, NY 11201	Teresina Tam <a href="mailto:Ttam@duke.poly.edu">Ttam@duke.poly.edu</a>	(718) 260-3031	(718) 260-3136
4-yr	<b>Pratt Institute</b> 200 Willoughby Avenue Brooklyn, NY 11205	Dr. Benny McMorris <a href="mailto:Bmcmorri@pratt.edu">Bmcmorri@pratt.edu</a>	(718) 636-3748	(718) 636-3455
4-yr	<b>Rensselaer Polytechnic Institute</b> 110 Eighth Street Troy, NY 12181	Mark Smith <a href="mailto:Smithm@rpi.edu">Smithm@rpi.edu</a>	(518) 276-6272	(518) 276-4034
4-yr	<b>Rochester Institute of Technology</b> One Lomb Memorial Drive Rochester, NY 14623	Linda Meyer <a href="mailto:Meyerll@a1.isc.rit.edu">Meyerll@a1.isc.rit.edu</a>	(716) 475-2221 or 475-6617	(716) 475-7350
4-yr	<b>Russell Sage College</b> 45 Ferry Street Troy, NY 12180	Doris Waiters <a href="mailto:Waired@sage.edu">Waired@sage.edu</a>	(518) 244-2209	(518) 244-2460
2-yr	<b>Sage Junior College of Albany</b> 140 New Scotland Avenue Albany, NY 12208	Joseph Tine <a href="mailto:Tinej@sage.edu">Tinej@sage.edu</a>	(518) 292-1764	(518) 292-1964
4-yr	<b>St. Bonaventure University</b> St. Bonaventure, NY 14778	Margaret Bryner	(716) 375-2402 or 375-2404 (2208 Voice)	(716) 375-2677
4-yr	<b>St. John Fisher College</b> 3690 East Avenue Rochester, NY 14618	Clarence Norman <a href="mailto:Norman@sjfc.edu">Norman@sjfc.edu</a>	(716) 385-8036	(716) 385-8129
4-yr	<b>St. John's University</b> Grand Central & Utopia Parkway Jamaica, NY 11439	Anna Donnelly	(718) 990-1371	(718) 990-1371
4-yr	<b>St. Lawrence University</b> Canton, NY 13617	Norma Tarbell Sunday <a href="mailto:Ntar@music.stlawu.edu">Ntar@music.stlawu.edu</a>	(315) 229-5580	(315) 229-7415
4-yr	<b>St. Thomas Aquinas College</b> Route 340 Sparkill, NY 10976	Peggy Brady-Amoon	(914) 398-4026	(914) 359-8136
4-yr	<b>Siena College</b> Loudonville, NY 12211	Carol Sandoval <a href="mailto:Sandoval@siena.edu">Sandoval@siena.edu</a>	(518) 783-2567 or 783-2335	(518) 786-5069
4-yr	<b>Skidmore College</b> Saratoga Springs, NY 12866-1632	Susan Layden	(518) 580-5770	(518) 581-7423
4-yr	<b>Syracuse University</b> 804 University Avenue, Room B02 Syracuse, NY 13210	JoAnn K. May <a href="mailto:Jamay@syr.edu">Jamay@syr.edu</a>	(315) 443-3867 or 443-4260	(315) 443-5020
4-yr	<b>Syracuse University Continuing Education</b> 610 East Fayette Street Syracuse, NY 13244-6020	Rodger Smith <a href="mailto:Rjsmith@mailbox.syr.edu">Rjsmith@mailbox.syr.edu</a>	(315) 443-3257	(315) 443-3806
4-yr	<b>Union College</b> Schenectady, NY 12308	Thomas Alexander <a href="mailto:Alexandt@alice.union.edu">Alexandt@alice.union.edu</a>	(518) 388-6115	(518) 388-6520
4-yr	<b>University of Rochester</b> River Campus Station., 211 Morey Hall Rochester, NY 14627	Norman Burnett <a href="mailto:Nbbt@uhura.cc.rochester.edu">Nbbt@uhura.cc.rochester.edu</a>	(716) 275-0651	(716) 244-4503
4-yr	<b>Utica College</b> Burrstone Road Utica, NY 13502-4892	Ms. Johnni Mahdi <a href="mailto:Jmahdi@utica.ucsu.edu">Jmahdi@utica.ucsu.edu</a>	(315) 792-3209	(315) 792-3316
2-yr	<b>Villa Maria College of Buffalo</b> 240 Pine Ridge Road Buffalo, NY 14225-3999	Vanessa Lillard	(716) 896-0700 Ext 313/201	(716) 896-0705

Higher Education Opportunity Program  
New York State Education Department  
Roster of Bureau Staff

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Updated 10/7/98

## DEPARTMENT OF EDUCATION

### List of Approved "Ability-to-Benefit" Tests and Passing Scores

AGENCY: Department of Education.

ACTION: Update Notice.

**SUMMARY:** The Secretary gives notice that he has approved the American College Testing Service (ACT) test as an "ability-to-benefit" (ATB) test. The ACT test consists of a test in English and a test in Math. The Secretary has approved the score of 14 as the passing score for the English test and the score of 15 as the passing score for the Math test.

The Secretary has approved this test and passing score under the authority of section 484(d) of the Higher Education Act of 1965, as amended (HEA) and the regulations the Secretary promulgated to implement that section in 34 CFR Part 668, Subpart J. An institution must use this test, or one of the other previously approved ATB tests listed in this notice to determine if a student, who does not have a high school diploma or its recognized equivalent, is eligible to receive funds under any title IV, HEA program. The title IV, HEA programs include the Federal Pell Grant, Federal Family Education Loan, William D. Ford Federal Direct Loan, Federal Perkins Loan, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, and State Student Incentive Grant programs.

**FOR FURTHER INFORMATION CONTACT:** Lorraine Kennedy, U.S. Department of Education, 600 Independence Avenue, SW, Regional Office Building 3, Room 3045, Washington, DC 20202-5451, Telephone: (202) 708-8242. Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday.

Individuals with disabilities may obtain this document in an alternate format (e.g., Braille, large print, audiotape, or computer diskette) on request to the contact person listed in the preceding paragraph.

**SUPPLEMENTARY INFORMATION:** The Secretary is publishing this notice because, under 34 CFR 668.145(c)(1), when the Secretary approves an ATB test, the Secretary publishes the name of the test and the passing scores on the test in the Federal Register.

The ACT test is approved for five-years, unless the Secretary withdraws this approval or the publisher requests that approval of the test be withdrawn. In either case, the Secretary will publish

a notice in the Federal Register indicating this change. For the convenience of institutions participating in the title IV, HEA Programs and other parties, the following is a listing of the nine approved ATB tests and passing scores.

#### 1. American College Testing (ACT): (English and Math)

**Passing Scores:** The approved passing scores on this test are as follows: English (14) and Math (15).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: American College Testing (ACT), Placement Assessment Programs, 2201 North Dodge Street, P.O. Box 168, Iowa City, Iowa 52243, Contact: James Maxey, Telephone: (319) 337-1100, Fax: (319) 337-1790.

#### 2. ASSET Program: Basic Skills Tests (Reading, Writing, and Numerical)—Forms B2 and C2.

**Passing Scores:** The approved passing scores on this test are as follows: Reading (34), Writing (34), and Numerical (33).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: American College Testing (ACT), Placement Assessment Programs, 2201 North Dodge Street, P.O. Box 168, Iowa City, Iowa 52243, Contact: John D. Roth, Telephone: (319) 337-1030, Fax: (319) 337-1790.

#### 3. Career Programs Assessment (CPAT) Basic Skills Subtests (Language Usage, Reading and Numerical)—Forms A, B, and C.

**Passing Scores:** The approved passing scores on this test are as follows: Language Usage (43), Reading (44), and Numerical (42).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: American College Testing (ACT), Placement Assessment Programs, 2201 North Dodge Street, P.O. Box 168, Iowa City, Iowa 52243, Contact: John D. Roth, Telephone: (319) 337-1030, Fax: (319) 337-1790.

#### 4. COMPASS Subtests: Prealgebra/ Numerical Skills Placement, Reading Placement, and Writing Placement.

**Passing Scores:** The approved passing scores on this test are as follows: Prealgebra/Numerical (21), Reading (60), and Writing (31).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: American College Testing (ACT), Placement Assessment Programs, 2201 North Dodge Street, P.O. Box 168, Iowa City, Iowa 52243, Contact: John D. Roth,

Telephone: (319) 337-1030, Fax: (319) 337-1790.

#### 5. Computerized Placement Tests (CPTs)/Accuplacer (Reading Comprehension, Sentence Skills, and Arithmetic).

**Passing Scores:** The approved passing scores on this test are as follows: Reading Comprehension (52), Sentence Skills (60), and Arithmetic (36).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: The College Board, 45 Columbus Avenue, New York, New York 10023-6992, Contact: Ms. Loretta M. Church, Telephone: (212) 713-8000, Fax: (212) 713-8063.

#### 6. Descriptive Tests: Descriptive Tests of Language Skills (DTLS) (Reading Comprehension, Sentence Structure and Conventions of Written English)—Forms M-K-3KDT and M-K-3LDT; and Descriptive Tests of Mathematical Skills (DTMS) (Arithmetic)—Forms M-K-3KDT and M-K-3LDT.

**Passing Scores:** The approved passing scores on this test are as follows: Reading Comprehension (108), Sentence Structure (9), Conventions of Written English (309), and Arithmetic (506).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: The College Board, 45 Columbus Avenue, New York, New York 10023-6992, Contact: Ms. Loretta M. Church, Telephone: (212) 713-8000, Fax: (212) 713-8063.

#### 7. Test of Adult Basic Education (TABE): (Reading, Mathematics Computation, Applied Mathematics Language, and Spelling)—Forms 5 and 6, Level A.

**Passing Scores:** The approved passing scores on this test are as follows: Reading (768), Mathematics Computation (804), Applied Mathematics Concepts and Applications (759), Language (714), and Spelling (749).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: CTB/McGraw-Hill, 11301 Jollyville Road, Townhouse I-4, Austin, TX 78759, Contact: Ms. Lorna Harrison, Telephone: (512) 349-7578, Fax: (512) 349-7580.

#### 8. Test of Adult Basic Education (TABE): (Reading, Mathematics Computation, Applied Mathematics Language, and Spelling)—Forms 7 and 8, Level A.

**Passing Scores:** The approved passing scores on this test are as follows: Reading (559), Mathematics Computation (558), Applied

Mathematics (559), Language (559),  
Spelling (540).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: CTB/McGraw-Hill, 11301 Jollyville Road, Townhouse I-4, Austin, TX 78759, Contact: Ms. Lorna Harrison, Telephone: (512) 349-7578, Fax: (512) 349-7580.

9. *Wonderlic Basic Skills Test (WBST)—Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2.*

**Passing scores:** The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: Wonderlic Personnel Test, Inc., 1509 N. Milwaukee Ave., Libertyville, IL 60048-1380, Contact: Mr. Victor S. Artese, Telephone: (800) 323-374, Fax: (847) 680-9492.

**Exception:** Section 668.153 sets forth special provisions for testing students

and who are not eligible for those purposes. Accordingly, institutions may continue to make ATB eligibility determinations for those types of students under the tests approved as of June 30, 1996. Moreover, the administration of those tests will not be governed by the provisions of 34 CFR Part 668, Subpart J.

#### Electronic Access to This Document

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Anyone may also view these documents in text copy only on an electronic bulletin board of the Department. Telephone: (202) 219-1511 or, toll free, 1-800-222-4922. The documents are located under Option C—Files/Announcements, Bulletins and Press Releases.

**Note:** The official version of this document is the document published in the Federal Register.

Dated: October 21, 1998.

David A. Longanecker,  
Assistant Secretary for Postsecondary  
Education.

[FR Doc. 98-28659 Filed 10-26-98; 8:45 am]

BILLING CODE 4000-01-P

# SCHOOL SCRAMBLE

## Shopping guide to high schools

■ Source: New York City Board of Education statistics.  
 ■ Avg. combined SAT (Scholastic Aptitude Test) scores: Includes the verbal and math portions, worth 800 each, with 1,600 the highest combined score possible.  
 ■ Pct. teachers w/masters: Percentage of instructors with masters degrees.  
 ■ \*\* Figure not available or not applicable.

### MANHATTAN

School	Total enrollment	Pct. grads	Pct. Regents diplomas	Avg. combined SAT scores	Pct. teachers w/masters	Pct. suspen. in 1997
A. PHILIP RANDOLPH HS	1,517	78.4	34.2	943	90.6	1.6
ART AND DESIGN HS	1,851	67.4	10.8	858	89.8	3.8
BAYARD RUSTIN HS FOR THE HUMANITIES	1,967	56.8	15.5	876	93.8	8.0
BEACON SCHOOL	602	67.6	35.2	925	91.2	1.2
CENTRAL PARK EAST SECONDARY SCHOOL	340	59.3	0.0	785	92.3	3.5
CHANCELLOR'S MODEL SCHOOL PROJECT	161	95.2	65.0	0	80.0	7.5
CHELSEA HS	1,115	39.0	0.0	769	92.5	6.6
CHOIR ACADEMY OF HARLEM	175	60.6	0.0	0	84.0	6.8
CITY-AS-SCHOOL HS	919	35.6	0.0	915	92.6	0.1
COALITION SCHOOL FOR SOCIAL CHANGE	265	39.7	0.0	758	87.5	4.6
EAST SIDE COMMUNITY HS	225	0.0	**	880	74.2	0.4
ECONOMICS & FINANCE HS	575	65.4	11.8	842	85.4	4.2
ENVIRONMENTAL STUDIES HS	1,077	74.6	36.4	894	94.2	3.0
FASHION INDUSTRIES HS	1,768	62.1	3.2	833	94.7	5.8
FIORIELLO H. LA GUARDIA HS	2,466	84.4	36.5	1022	97.1	1.3
FREDERICK DOUGLASS ACADEMY	544	67.0	49.2	939	84.6	5.0
GEORGE WASHINGTON HS	3,383	37.0	2.2	705	88.0	6.3
GRAPHIC COMMUNICATION ARTS HS	1,459	37.3	4.2	788	93.2	4.7
HEALTH PROFESSIONS & HUMAN SERVICES HS	1,198	73.4	42.5	0	86.2	4.6
INSTITUTE FOR COLLABORATIVE ED	230	77.4	4.2	0	60.0	2.6
JACQUELINE KENNEDY ONASIS HS	551	60.0	17.6	843	91.5	6.6
LANDMARK SCHOOL	303	54.8	0.0	723	82.8	4.6
LEADERSHIP SECONDARY SCHOOL	175	0.0	0.0	0	72.0	10.9
LEADERSHIP/PUBLIC SERVICE HS	463	49.4	25.0	887	92.6	6.7
LEGACY SCHOOL FOR INTEGRATED STUDIES	276	50.9	0.0	763	86.1	0.4
LOUIS D. BRANDEIS HS	2,850	32.7	3.4	730	89.0	7.2
LOWER EAST SIDE PREP SCHOOL	591	22.4	5.0	881	95.7	1.5
MANHATTAN CENTER MATH AND SCIENCE	1,531	70.2	15.8	922	87.8	2.6
MANHATTAN COMPREHENSIVE NIGHT & DAY SCHOOL	816	17.3	0.0	880	95.6	**
MANHATTAN INTERNATIONAL HS	296	54.8	0.0	691	90.0	2.4
MANHATTAN VILLAGE ACADEMY	297	50.0	0.0	883	91.9	2.7
MARTIN LUTHER KING JR. HS	3,185	45.6	5.6	765	91.7	8.6
MURRY BERGTRAM SCHOOL	3,043	57.9	13.3	849	91.6	6.0
NEW YORK CITY PUBLIC SCHOOL REPERTORY	184	35.7	0.0	0	85.7	0.5
NORMAN THOMAS HS	2,694	43.0	3.9	792	95.8	4.5
PARK EAST HS	306	25.4	0.0	696	90.9	6.9
PARK WEST HS	1,899	35.7	4.1	805	87.9	4.2
PROFESSIONAL PERFORMING ARTS SCHOOL	302	72.0	11.1	0	86.2	10.3
RICHARD GREEN HS OF TEACHING	659	45.0	1.6	772	88.2	5.9
SATELLITE ACADEMY	732	28.1	0.0	766	**	**
SCHOOL FOR THE PHYSICAL CITY	110	73.9	0.0	783	78.6	**
SEWARD PARK HS	2,831	35.0	11.9	813	94.2	2.9
STUYVESANT HS	2,977	98.0	33.1	1394	95.3	1.5
TALENT UNLIMITED SCHOOL	427	54.0	7.4	769	93.2	6.3
UNITY HS	150	27.1	0.0	754	91.7	10.0
URBAN PEACE ACADEMY	259	45.8	0.0	0	87.9	6.8
VANGUARD HS	295	27.1	0.0	710	82.4	0.3
WADLEIGH SCHOOL	513	38.1	2.3	0	86.8	14.7
WASHINGTON IRVING HS	2,566	47.9	4.1	746	87.3	2.1
WEST SIDE HS	602	20.9	0.0	794	89.5	**

School	Total enrollment	Pct. grads	Pct. Regents diplomas	Avg. combined SAT scores	Pct. teachers w/masters	Pct. suspen. in 1997
BROOKLYN TECHNICAL HS	4,743	88.5	52.4	1144	90.5	
BUSHWICK HS	2,216	38.6	2.0	725	86.3	
CANARIS HS	2,586	60.6	11.6	854	87.5	
CLARA BARTON HS	2,298	72.3	8.8	850	89.2	
EAST NEW YORK FAMILY ACADEMY	151	0.0	**	0	82.6	1
EAST NEW YORK TRANSIT TECHNOLOGY HS	1,220	52.7	4.7	815	87.0	
EASTERN DISTRICT HS	639	35.5	0.0	799	89.4	
EBC/PUBLIC SERVICE BUSHWICK HS	331	63.8	5.0	762	76.1	1
EBC/PUBLIC SERVICE EAST NEW YORK HS	318	38.8	9.1	816	88.2	1
EDWARD R. MURROW HS	3,735	81.0	45.2	990	94.8	1
EL PUENTE ACADEMY FOR PEACE AND JUSTICE	128	79.0	0.0	749	66.7	
ERASMUS HALL CAMPUS: HS FOR SCIENCE & MATH	776	47.0	14.3	817	89.4	10
ERASMUS HALL CAMPUS: HS FOR BUSINESS & TECHNOLOGY	689	41.1	0.0	708	86.6	7
ERASMUS HALL CAMPUS: HS FOR HUMANITIES	709	26.5	0.0	662	89.4	16
FORT HAMILTON HS	3,999	55.7	24.9	945	91.9	3
FRANKLIN D. ROOSEVELT HS	3,841	60.2	17.2	968	94.3	4
FRANKLIN K. LANE HS	3,932	33.5	7.4	808	**	8
GEORGE WESTINGHOUSE HS	2,261	43.9	0.0	786	86.3	8
GEORGE WINGATE HS	2,790	39.4	3.5	769	86.0	7
HS FOR ENTERPRISE, BUSINESS, AND TECHNOLOGY	297	0.0	**	0	80.0	3
HS REDIRECTION	528	7.8	0.0	826	82.8	6
HARRY VAN ARSDALE HS	1,447	35.8	1.7	0	**	11.1
HS OF TELECOMM ARTS & TECHNOLOGY	1,108	64.3	15.3	871	89.9	7
JAMES MADISON HS	3,620	72.0	23.5	892	82.8	3
JOHN DEWEY HS	3,149	64.2	15.1	870	95.2	4
JOHN JAY HS	3,093	29.1	12.4	797	86.2	12.5
KINGSBOROUGH HS FOR THE SCIENCES	721	88.4	58.1	1000	93.7	2.8
LAFAYETTE HS	2,486	51.8	8.7	862	91.7	4.8
METROPOLITAN CORPORATE ACADEMY	304	11.8	0.0	809	83.3	8.4
MIDDLE COLLEGE HS AT MEDGAR EVERS COLLEGE	568	67.0	8.5	789	84.8	3.2
MIDWOOD HS	3,645	82.5	55.3	1020	84.3	3.3
NEW UTRICHT HS	2,591	56.7	12.3	837	92.7	1.5
PACIFIC HS	379	19.0	4.5	792	90.0	5.3
PAUL ROBESON HS	988	51.6	2.0	767	81.3	10.4
PROGRESS HS	126	0.0	**	0	88.9	**
PROSPECT HEIGHTS HS	2,210	36.0	1.8	737	87.8	11.3
SAMUEL J. TILDEN HS	2,218	50.2	2.9	747	92.8	7.1
SARAH J. HALE HS	1,506	34.2	4.2	765	87.1	16.6
SCIENCE SKILLS CENTER	569	63.0	26.1	0	77.1	3.9
SHEEPSHEAD BAY HS	2,698	61.7	14.3	868	93.3	4.7
SOUTH SHORE HS	2,766	58.9	11.1	865	90.3	4.0
STREET ACADEMY	308	22.1	0.0	763	74.2	14.1
THE SCHOOL FOR LEGAL STUDIES	78	0.0	**	0	68.8	13.9
THOMAS JEFFERSON HS	1,206	45.4	4.9	773	82.1	1.6
WILLIAM E. GRADY HS	1,630	56.7	8.7	828	89.0	7.7
WILLIAM H. MAXWELL HS	1,152	53.4	0.0	703	84.3	7.9

### QUEENS

School	Total enrollment	Pct. grads	Pct. Regents diplomas	Avg. combined SAT scores	Pct. teachers w/masters	Pct. suspen. in 1997
AUGUST MARTIN HS	2,016	52.2	12.4	995	88.7	16.7
AVIATION HS	2,057	45.6	7.1	892	89.0	6.8
BAYSIDE HS	2,437	66.1	33.5	955	93.2	1.8
BEACH CHANNEL HS	2,035	50.3	8.4	844	90.9	11.5
BENJAMIN CARDOZO HS	3,800	81.1	33.8	0	91.1	3.4
BUSINESS/COMP APPLICATIONS/ENTREPRENEURSHIP	519	49.1	0.0	693	84.6	8.9
FAR ROCKAWAY HS	1,576	45.6	1.3	763	82.3	11.8
FLUSHING HS	1,987	49.5	11.4	857	92.9	3.0
FOREST HILLS HS	3,406	73.4	23.7	945	96.1	1.3
FRANCIS LEWIS HS	3,102	67.0	42.3	960	96.0	1.5
GROVER CLEVELAND HS	2,926	67.6	22.1	0	91.5	1.8
HILLCREST HS	3,800	53.5	11.1	851	88.2	6.5
HUMANITIES & THE ARTS MAGNET HS	515	40.0	0.0	687	96.3	11.0
INTERNATIONAL HS	459	66.7	0.0	779	74.4	2.2
JAMAICA HS	2,505	62.7	0.3	895	91.8	5.8
JOHN ADAMS HS	3,457	51.2	14.8	859	87.7	6.3
JOHN BOWNE HS	3,192	60.9	15.2	848	95.4	2.8
LAW, GOVERNMENT & COMMUNITY SERVICE MAGNET HS	540	40.0	0.0	840	94.4	10.5
LONG ISLAND CITY HS	2,739	43.8	4.9	829	88.3	7.9
MARTIN VAN BUREN HS	2,482	68.6	18.9	884	83.8	18.0
MATH/SCIENCE RESEARCH TECH CENTER	450	38.7	6.5	778	97.8	9.9
MIDDLE COLLEGE HS	557	37.9	0.0	736	82.0	5.4
NEWCOMERS HS: ACADEMY FOR NEW AMERICANS	639	58.5	0.0	0	78.3	3.2
NEWTOWN HS	4,439	53.0	13.6	851	93.7	2.3
QUEENS GATEWAY TO HEALTH SERVICES HS	267	0.0	**	0	90.0	6.7
QUEENS VOCATIONAL HS	1,013	53.1	8.6	809	91.9	0.8
RENAISSANCE HS	135	0.0	**	0	82.4	5.9
RICHMOND HILL HS	2,936	64.8	6.4	834	89.0	4.5
ROBERT F. KENNEDY COMMUNITY HS	346	65.5	16.4	858	94.4	2.3
ROBERT WAGNER JR. INST. FOR ART & TECHNOLOGY	268	39.1	5.6	808	90.6	7.1
SPRINGFIELD GARDENS HS	2,182	42.3	2.5	742	90.6	12.9
THOMAS A. EDISON HS	2,143	81.7	17.9	852	92.6	12.0
TOWNSEND HARRIS HS	1,040	97.6	55.2	1210	95.4	0.5
WILLIAM C. BRYANT HS	4,056	55.8	14.7	850	88.4	4.0

### STATEN ISLAND

School	Total enrollment	Pct. grads	Pct. Regents diplomas	Avg. combined SAT scores	Pct. teachers w/masters	Pct. suspen. in 1997
CONCORD HS	198	21.3	12.5	0	94.4	4.8
CURTIS HS	1,956	74.1	26.2	837	83.0	7.9
NEW DORP HS	1,819	54.2	12.4	880	95.6	8.7
PORTRICHMOND HS	2,024	76.5	26.5	922	90.1	7.5
RALPH MCKEE HS	636	53.1	5.8	834	82.4	7.1
STATEN ISLAND TECHNICAL HS	725	98.4	73.1	1167	98.5	8.3
SUSAN E. WAGNER HS	2,048	77.4	34.0	897	84.2	7.2
TOTTENVILLE HS	3,630	76.7	33.6	956	96.5	2.8

### BROOKLYN

School	Total enrollment	Pct. grads	Pct. Regents diplomas	Avg. combined SAT scores	Pct. teachers w/masters	Pct. suspen. in 1997
ABRAHAM LINCOLN HS	2,335	65.9	23.8	875	95.5	2.5
ACORN COMMUNITY SCHOOL	108	0.0	**	0	90.9	2.8
AUTOMOTIVE TRADES HS	1,295	41.3	8.7	756	84.9	13.6
BENJAMIN BANNEKER ACADEMY	7	0.0	0.0	794	77.3	**
BOYS AND GIRLS HS	3,574	67.2	17.7	777	81.2	0.3
BROOKLYN COLLEGE ACADEMY	419	47.4	0.0	904	96.2	1.0
BROOKLYN INTERNATIONAL HS	218	0.0	**	0	93.5	16.1
BROOKLYN SCHOOL FOR GLOBAL STUDIES	263	0.0	**	0	91.7	9.5

## DEPARTMENT OF EDUCATION

### List of Approved "Ability-to-Benefit" Tests and Passing Scores

**AGENCY:** Department of Education.  
**ACTION:** Update Notice.

**SUMMARY:** The Secretary gives notice that he has approved the American College Testing Service (ACT) test as an "ability-to-benefit" (ATB) test. The ACT test consists of a test in English and a test in Math. The Secretary has approved the score of 14 as the passing score for the English test and the score of 15 as the passing score for the Math test.

The Secretary has approved this test and passing score under the authority of section 484(d) of the Higher Education Act of 1965, as amended (HEA) and the regulations the Secretary promulgated to implement that section in 34 CFR Part 668, Subpart J. An institution must use this test, or one of the other previously approved ATB tests listed in this notice to determine if a student, who does not have a high school diploma or its recognized equivalent, is eligible to receive funds under any title IV, HEA program. The title IV, HEA programs include the Federal Pell Grant, Federal Family Education Loan, William D. Ford Federal Direct Loan, Federal Perkins Loan, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, and State Student Incentive Grant programs.

**FOR FURTHER INFORMATION CONTACT:** Lorraine Kennedy, U.S. Department of Education, 600 Independence Avenue, SW, Regional Office Building 3, Room 3045, Washington, DC 20202-5451, Telephone: (202) 708-8242. Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday.

Individuals with disabilities may obtain this document in an alternate format (e.g., Braille, large print, audiotape, or computer diskette) on request to the contact person listed in the preceding paragraph.

**SUPPLEMENTARY INFORMATION:** The Secretary is publishing this notice because, under 34 CFR 668.145(c)(1), when the Secretary approves an ATB test, the Secretary publishes the name of the test and the passing scores on the test in the Federal Register.

The ACT test is approved for five-years, unless the Secretary withdraws this approval or the publisher requests that approval of the test be withdrawn. In either case, the Secretary will publish

a notice in the Federal Register indicating this change. For the convenience of institutions participating in the title IV, HEA Programs and other parties, the following is a listing of the nine approved ATB tests and passing scores.

#### 1. American College Testing (ACT): (English and Math)

**Passing Scores:** The approved passing scores on this test are as follows: English (14) and Math (15).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: American College Testing (ACT), Placement Assessment Programs, 2201 North Dodge Street, P.O. Box 168, Iowa City, Iowa 52243, Contact: James Maxey, Telephone: (319) 337-1100, Fax: (319) 337-1790.

#### 2. ASSET Program: Basic Skills Tests (Reading, Writing, and Numerical)—Forms B2 and C2.

**Passing Scores:** The approved passing scores on this test are as follows: Reading (34), Writing (34), and Numerical (33).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: American College Testing (ACT), Placement Assessment Programs, 2201 North Dodge Street, P.O. Box 168, Iowa City, Iowa 52243, Contact: John D. Roth, Telephone: (319) 337-1030, Fax: (319) 337-1790.

#### 3. Career Programs Assessment (CPAT) Basic Skills Subtests (Language Usage, Reading and Numerical)—Forms A, B, and C.

**Passing Scores:** The approved passing scores on this test are as follows: Language Usage (43), Reading (44), and Numerical (42).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: American College Testing (ACT), Placement Assessment Programs, 2201 North Dodge Street, P.O. Box 168, Iowa City, Iowa 52243, Contact: John D. Roth, Telephone: (319) 337-1030, Fax: (319) 337-1790.

#### 4. COMPASS Subtests: Prealgebra/ Numerical Skills Placement, Reading Placement, and Writing Placement.

**Passing Scores:** The approved passing scores on this test are as follows: Prealgebra/Numerical (21), Reading (60), and Writing (31).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: American College Testing (ACT), Placement Assessment Programs, 2201 North Dodge Street, P.O. Box 168, Iowa City, Iowa 52243, Contact: John D. Roth,

Telephone: (319) 337-1030, Fax: (319) 337-1790.

#### 5. Computerized Placement Tests (CPTs)/Accuplacer (Reading Comprehension, Sentence Skills, and Arithmetic).

**Passing Scores:** The approved passing scores on this test are as follows: Reading Comprehension (52), Sentence Skills (60), and Arithmetic (36).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: The College Board, 45 Columbus Avenue, New York, New York 10023-6992, Contact: Ms. Loretta M. Church, Telephone: (212) 713-8000, Fax: (212) 713-8063.

#### 6. Descriptive Tests: Descriptive Tests of Language Skills (DTLS) (Reading Comprehension, Sentence Structure and Conventions of Written English)—Forms M-K-3KDT and M-K-3LDT; and Descriptive Tests of Mathematical Skills (DTMS) (Arithmetic)—Forms M-K-3KDT and M-K-3LDT.

**Passing Scores:** The approved passing scores on this test are as follows: Reading Comprehension (108), Sentence Structure (9), Conventions of Written English (309), and Arithmetic (506).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: The College Board, 45 Columbus Avenue, New York, New York 10023-6992, Contact: Ms. Loretta M. Church, Telephone: (212) 713-8000, Fax: (212) 713-8063.

#### 7. Test of Adult Basic Education (TABE): (Reading, Mathematics Computation, Applied Mathematics Language, and Spelling)—Forms 5 and 6, Level A.

**Passing Scores:** The approved passing scores on this test are as follows: Reading (768), Mathematics Computation (804), Applied Mathematics Concepts and Applications (759), Language (714), and Spelling (749).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: CTB/McGraw-Hill, 11301 Jollyville Road, Townhouse I-4, Austin, TX 78759, Contact: Ms. Lorna Harrison, Telephone: (512) 349-7578, Fax: (512) 349-7580.

#### 8. Test of Adult Basic Education (TABE): (Reading, Mathematics Computation, Applied Mathematics Language, and Spelling)—Forms 7 and 8, Level A.

**Passing Scores:** The approved passing scores on this test are as follows: Reading (559), Mathematics Computation (558), Applied

Mathematics (559), Language (540), Spelling (540).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: CTB/McGraw-Hill, 11301 Jollyville Road, Townhouse I-4, Austin, TX 78759, Contact: Ms. Lorna Harrison, Telephone: (512) 349-7578, Fax: (512) 349-7580.

**9. Wonderlic Basic Skills Test (WBST)—Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2.**

**Passing scores:** The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210).

**Publisher:** The test publisher and the address, contact person, telephone, and fax number of the test publisher are: Wonderlic Personnel Test, Inc., 1509 N. Milwaukee Ave., Libertyville, IL 60048-1380, Contact: Mr. Victor S. Artese, Telephone: (800) 323-374, Fax: (847) 680-9492.

**Exception:** Section 668.153 sets forth special provisions for testing students

and who are not fluent in English for students who have disabilities. None of these tests have been approved for those purposes. Accordingly, institutions may continue to make ATB eligibility determinations for those types of students under the tests approved as of June 30, 1996. Moreover, the administration of those tests will not be governed by the provisions of 34 CFR Part 668, Subpart J.

#### Electronic Access to This Document

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questions about using the pdf, call the U.S. Government Printing Office at (202) 512-1530, or, toll free, at 1-888-293-6498.

Anyone may also view these documents in text copy only on an electronic bulletin board of the Department. Telephone: (202) 219-1511 or, toll free, 1-800-222-4922. The documents are located under Option C—Files/Announcements, Bulletins and Press Releases.

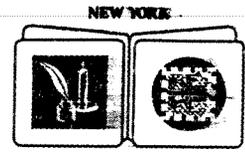
**Note:** The official version of this document is the document published in the **Federal Register**.

Dated: October 21, 1998.

**David A. Longanecker,**  
Assistant Secretary for Postsecondary Education.

[FR Doc. 98-28659 Filed 10-26-98; 8:45 am]

BILLING CODE 4000-01-P



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Bureau of Higher Education Opportunity Programs,  
Vocational and Applied Technology Education Act, and  
Scholarships Units  
Room 1071 Education Building Addition  
Albany, NY 12234

(518) 474-5313  
(518) 486-5221 Fax

**ADM 9804**

TO: Project Directors  
FROM: Douglas P. Mercado *DPM*  
SUBJECT: Policy  
DATE: September 14, 1998

**Policy**

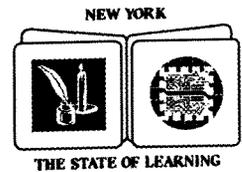
1. 1998-99 Report Formats and Instructions Manual - Enclosed are the revised October 15, February 15 and Final Report forms and the Instructions Manual for use with all of this year's revised report formats. We need to ensure that this year's reports are done correctly and submitted on time. The bureau does not have staff to spend correcting the submitted reports. Your cooperation will be greatly appreciated. Please share copies of these report formats with appropriate campus officers and discuss with them their role in helping you to complete the reports on a timely basis.

Staff who are attending the HEOP Report Workshop, on September 24, 1998, should each bring a copy of the reports' forms with them to the workshop.

2. Economic Eligibility Documentation - when using the 1997 Internal Revenue Service forms to document the family and/or applicant's total income, the appropriate lines are as follows:

IRS 1040, Line 22  
IRS 1040A, Line 14  
IRS 1040EZ, Line 4

DPM/gs  
Enclosures



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Bureau of Higher Education Opportunity Programs,  
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Albany, NY 12234

(518) 474-5313  
(518) 486-5221 Fax

**ADM 9803**

TO: Project Directors  
FROM: Douglas P. Mercado *DPM*  
SUBJECT: Policy and Information  
DATE: September 10, 1998

**Policy**

1. Corrected Liaison Assignment List - Attached is the corrected liaison assignment list for 1998-99.
2. Acceptable Signatures of the HEOP Transfer Form - For Alfred State-SUNY College of Technology, Dr. Carol Lucey, Vice president for Academic Affairs and Dr. Harry P. Snoreck, Vice President for Administrative Affairs, will be accepted as the signatures for the Chief Academic Officer of the College.
3. Payment Vouchers - Enclosed are State Aid Vouchers and an information sheet for the 1998-99 program year. Please submit your voucher on a timely basis.

**Information**

1. Dates to Remember:
  - Sept. 16 - Legislative Conference on Teaching - Education Building, Albany, NY.
  - Sept. 24 - HEOP Report Workshop - Room D, CEC, Albany, NY
  - Oct. 1 - Data, Fiscal Report and Voucher for Pre-/Post-Freshman Summer Opportunity Programs are due.
  - Oct. 13-16 - NYSFAAA Conference, Uniondale, NY
  - Oct. 15 - October 15<sup>th</sup> Report is due.
  - Oct. 26-28 - HEOP-PO Conference, Albany, NY
  - Nov. 15 - Second payment voucher is due.
  - Dec. 15 - Last day to request transfer of unexpended summer funds.

DPM/gs  
Enclosures

# 1998-99 HEOP LIAISON ASSIGNMENTS TO INSTITUTIONS

Geneva Miller	Ann Marie Jann	Jacqueline A. Kane
Bard College College of Mt. St. Vincent College of St. Rose Cornell University Culinary Inst. Of America Fordham University-Lincoln Center Fordham University-Rose Hill Hobart & Wm. Smith Colleges Iona College Ithaca College Keuka College Manhattan College Manhattanville College Marist College Marymount College Mercy College Mount St. Mary College Nyack College Polytechnic University Pratt Institute Rensselaer Polytechnic Institute Russell Sage College Sage Junior College of Albany St. Thomas Aquinas College	Alfred University Barnard College Boricua College Canisius College Clarkson University Columbia University: Columbia College & School of Engineering Columbia Univ. School of General Studies Daemen College D'Youville College LeMoyn College Marymount-Manhattan College Mater Dei College Medaille College New York University Niagara University Paul Smith's College St. Bonaventure University St. Lawrence University Skidmore College Syracuse University Syracuse University Continuing Education Villa Maria College of Buffalo	Cazenovia College Colgate University Dowling College Five Towns College Hamilton College Hofstra University LIU-Brooklyn Campus LIU-CW Post Campus LIU-Southampton Campus Molloy College Nazareth College New School University NYIT-Metro NYIT-OW Rochester Institute of Technology St. John Fisher College St. John's University Siena College Union College University of Rochester Utica College
<b>Barbara J. Leonard</b>		
College of Aeronautics		

**INSTRUCTIONS FOR PREPARING HEOP STATE AID VOUCHERS**

A. The only acceptable voucher for HEOP payments is the one that reads **State Aid Voucher** (see attached sample) in bold letters at the top. Other forms will not be accepted and will be returned to you. This will hold up payment.

B. The only information necessary is the following:

Box 2 - Payee I.D. Enter your college/university Federal I.D. number in this box.

Box 4 - Enter the name and address of your college/university.

Box 5 - Enter whatever information is required by your agency for identification purposes.

Box 6 - On the first line and centered, enter your current contract number. If you don't know the number, contact HEOP at State Ed. Description of charges is entered below the contact number and should read "**HEOP Grant 199 -9.**" The amount should be the dollars requested. Vouchered payments should be for appropriate percentages of your total grant. Please round dollar amount to nearest whole dollar. The payment schedule is as follows:

Payment #1 September 1 - 25% of grant

Payment #2 October 15 - 25% of grant

Payment #3 February 15 - 30% of grant

Payment #4 June 30 - 20% of grant, or actual balance of expenditures, whichever is less.

Adjustments to vouchers will be made by our office based on enrollments and approved expenditures.

Box 8 - The Signature, title, and date of signature for the controller or other appropriate official at your campus.

C. Vouchers are due on the following dates:

#1 September 1

#2 30 days after submission of the October 15 Report

#3 30 days after submission of the February 15 Report

#4 30 days after the submission of the Final Report **no later than August 1st**

**DO NOT enter any information in the box labeled "Voucher No." in the upper right hand corner. This area is used by our Finance Office for processing.**

1 Originating Agency <b>NYS Education DEPT.</b>		Orig. Agency Code <b>11000</b>	Interest Eligible (Y/N)
Payment Date (MM) (DD) (YY) <b>1 1</b>		OSC Use Only	Liability Date (MM) (DD) (YY) <b>1 1</b>
2 Payee I.D. <b>FEDERAL I.D. #</b>		3 Zip Code	Route
4 Payee Name (Limit to 30 spaces) <b>YOUR COLLEGE NAME</b>		Merch/Inv. Rec'd Date (MM/DD/YY) <b>1 1</b>	
Payee Name (Limit to 30 spaces)		Statistic Type	
Address (Limit to 30 spaces) <b>YOUR COLLEGE ADDRESS</b>		5 Ref/Inv. No. (Limit to 20 spaces)	
Address (Limit to 30 spaces)		Ref/Inv. Date (MM) (DD) (YY) <b>1 1</b>	
City (Limit to 20 spaces) <b>YOUR TOWN</b>		State <b>NY</b>	Zip Code <b>YOUR ZIP</b>

6 Date Paid	Check or Voucher No.	Description of Charges (If Personal Service, show name, title, period covered)	Amount	
			Dollars	Cents
		(CONTRACT #) <b>COO</b>		
		<b>HEOP GRANT PAYMENT #1, #2, #3 OR FINAL</b>		<b>AMOUNT</b>
		<b>SAMPLE</b>		

7 State Aid Program or Applicable Statute:	TOTAL		
8 Payee Certifications: <small>I certify that the above expenditures have been made in accordance with the provisions of the Applicable Statute; that the claim is just and correct; that no part thereof has been paid except as stated; that the balance is actually due and owing; and that taxes which the State is exempt are excluded.</small>	Less Receipts		
	NET		
	State Aid % Claimed		

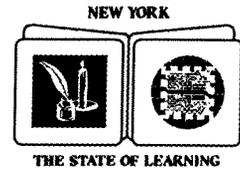
Signature in Ink: **YOUR COMPTROLLER'S SIGNATURE**      Date: \_\_\_\_\_  
 Title: **TITLE**  
 Name of Municipality: \_\_\_\_\_

**FOR STATE AGENCY USE ONLY**

**STATE COMPTROLLER'S PRE-AUDIT**

Merchandise Received	I certify that this claim is correct and just, and payment is approved.	State Aid	
Date		Verified	Certified For Payment of State Aid Amount
Page No.		Audited	
By		By	

Expenditure							Liquidation				
Cost Center Code				Object	Accum		Amount	Orig Agency	PO/Contract	Line	F/P
Dept.	Cost Center Unit	Var.	Yr.		Dept.	Statewide					



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Bureau of Higher Education Opportunity Programs,  
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Scholarships Units  
Room 1071 Education Building Addition  
Albany, NY 12234

(518) 474-5313  
(518) 486-5221 Fax

**ADM 9802**

TO: Project Directors

FROM: Douglas P. Mercado *DPM*

SUBJECT: Policy and Information

DATE: August 5, 1998

**Policy**

1. Change in Liaison Assignment. As of September 1, 1998, Ann Marie Jann will take over the responsibility as liaison to the HEOP programs at LeMoyne College, Syracuse University and Syracuse University Continuing Education. (See attached Liaison Assignment List.)
2. Acceptable Signatures on the HEOP Transfer Form. For Brooklyn College - SEEK Director, Dr. Martha Bell, will be accepted as the signatory for the Chief Academic Officer of the College.

**Information**

1. New Deputy Commissioner for the State Education Department's Office of Higher Education. Dr. Gerald W. Patton was appointed by the Commissioner and the Board of Regents as the new Deputy Commissioner for Higher Education. Dr. Patton, an historian, has taught, been a college administrator, and most recently served at the Middle States Association's Commission on Higher Education where he was Executive Associate Director. Dr. Patton welcomed our 1998 ATW attendees--on Sunday, July 12--at RPI.
2. HEOP Report Workshop. The workshop will be conducted on Thursday, **September 24, 1998**, beginning at 10:00 a.m. and ending at 2:00 p.m. in Meeting Room D (Basement) of the Cultural Education Center (the building on Madison Avenue where the New York State Museum is located). Coffee and tea will be available for those participating. Please fill out the attached form and return it to the Bureau by **September 8, 1998**.

3. Dates to Remember:

- |               |   |
|---------------|---|
| September 1   | First Voucher for 1998-99 is due, if your 1998-99 Budget has been approved.                 |
| September 16  | Regents Legislative Conference on Teaching - Education Building, Albany, NY                 |
| September 24  | HEOP Report Workshop - Room D, CEC, Albany, NY  |
| October 1     | Data, Fiscal Report and Voucher for Pre-/Post-Freshman Summer Opportunity Programs are due. |
| October 13-16 | NYSFAAA Conference - Uniondale, Long Island, NY   |
| October 15    | October 15 <sup>th</sup> Report is due.   |
| October 26-28 | HEOP-PO Conference - Albany, NY   |

DPM/gs

Atts.

**Registration Form**

# HEOP Report Workshop

September 24, 1998  
10:00 am - 2:00 pm  
Room D (Basement), CEC  
Albany, NY 12234

Name of Attendee

Title

Institution

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If you require accommodations in order to participate in the workshop,  
please list the necessary accommodations:

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Complete and return this form by September 8, 1998, to:

**State Education Department  
Bureau of HEOP/VATEA/Scholarships  
Room 1071 EBA  
Albany, NY 12234**

Or fax it to:

**(518) 486-5221**

# 1998-99 HEOP LIAISON ASSIGNMENTS TO INSTITUTIONS

Geneva Miller	Ann Marie Jann	Jacqueline A. Kane
<p>Bard College            College of Mt. St. Vincent            College of St. Rose            Cornell University            Culinary Inst. Of America            Fordham University-Lincoln Center            Fordham University-Rose Hill            Hobart &amp; Wm. Smith Colleges            Iona College            Ithaca College            Keuka College            Manhattan College            Manhattanville College            Marist College            Marymount College            Mount St. Mary College            Nyack College            Polytechnic University            Pratt Institute            Rensselaer Polytechnic Institute            Russell Sage College            Sage Junior College of Albany            St. Thomas Aquinas College</p>	<p>Alfred University            Barnard College            Boricua College            Canisius College            Clarkson University            Columbia University: Columbia College            Columbia Univ: School of Engineering            Columbia Univ: School of General Studies            Daemen College            D'Youville College            LeMoynne College            Marymount-Manhattan College            Mater Dei College            Medaille College            New York University            Niagara University            Paul Smith's College            St. Bonaventure University            Skidmore College            Syracuse University            Syracuse University Continuing Education            Villa Maria College of Buffalo</p>	<p>Cazenovia College            Colgate University            Dowling College            Five Towns College            Hamilton College            Hofstra University            LIU-Brooklyn Campus            LIU-CW Post Campus            LIU-Southampton Campus            Molloy College            Nazareth College            New School for Social Research            NYIT-Metro            NYIT-OW            Rochester Institute of Technology            St. John Fisher College            St. John's University            Siena College            Union College            University of Rochester            Utica College</p>
	<p>Barbara J. Leonard            College of Aeronautics</p>	