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

To: HEOP Project Directors

From: Barbara J. Leonard Barbara

Date: February 28, 2003

HEOP – ADM 02-04

Information

1. 2003-04 Budget Activities

Thank you for the excellent start made via the February 11th Student Day in Albany to inform your legislators of HEOP student and institution needs – in regard to HEOP, to TAP, and to Bundy!

The articles that have been and will be written, the local office visits that are underway, the e-mails, letters and faxes being sent will all help to make your voices heard!

I look forward to seeing you in Albany for:
- Higher Education Day – March 11
- HEOP Director's Meeting – April 14-15

Remember, HEOP is in the Governor's Budget, albeit for 50% of what was allocated for 2002-03. You are in the second year of a three-year contract. Thus, all currently funded projects that reapply for funding will get an allocation.

2. Administrative Training Workshop (ATW)

The 2002-03 HEOP ATW is scheduled for March 19-21 at the Comfort Inn in Albany. Letters of invitation have been sent to those individuals that we hope to have in attendance. Registration forms and payments are due March 1st. Please contact Doris Waiters at (518) 474-5313, or dwaiters@mail.nysed.gov if you have questions or need further information regarding ATW.

3. SED-HEOP Procedures

As a service, in connection with your 2002-03 HEOP 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 of the 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. It will also allow SED – HEOP to determine whether we can fully fund your overenrollment for this year.

To take advantage of this service, please send a message to your liaison; Ann Marie Jann (ajann@mail.nysed.gov) or Doris Waiters (dwaiters@mail.nysed.gov), that your pages are ready for review on the Mercado Electronic Reporting System (MERS), or you may send a hard copy of these pages to;

New York State Education Department
Collegiate & Professional Development Programs Unit-HEOP
Room 1071 EBA
Albany, NY 12234

We will review and "clear" these pages and return them to you. These "cleared" pages are considered finalized (sometimes corrected-pages1, 2 and 3) and should be resubmitted as part of your complete 2002-03 HEOP Final Report. Columns 7 and 8 of the Roster pages and Columns 7, 8 and 9 on Page 3 will need to be filled in as appropriate at the end of the Spring 2003 term.

For MERS users we encourage you to make use of the comments section at the end of the Roster to share information that may alleviate further questions about your program.

Enclosed is a checklist of Common Errors found on Early Final Rosters. Please review your rosters for potential problems prior to submission.

I thank you in advance for your participation in this service.

4. MERS Training

Please contact your MERS Regional Liaison if you are having any difficulty working with the MERS or if you need initial training to begin using MERS. We hope to have everyone using the system for the 2002-03 Final Report. The MERS Regional Liaisons are:

Long Island –	Frank Rodriguez Phone: (516) 686-7574, or 7575 Email: frodrigu@iris.NYIT.edu
New York City –	Lisa Medina Phone: (212) 636-6238 Email: emedina@fordham.edu
Westchester/Rockland -	Linda Alexander Phone: (845) 358-1710 x560 Email: alexandl@nyack.edu
Mid Hudson -	Rosana Reyes Phone: (845) 569-3245 Email: reyes@msmc.edu

Albany -	Carol Sandoval (518) 783-2335 Email: Sandoval@siena.edu
Syracuse -	Louise Peckingham (315) 859-4399 Email: lpecking@hamilton.edu
Rochester -	Connie Genduso (585) 385-8036 Email: genduso@sjfc.edu
Buffalo -	Melissa Erne Phone: (716) 375-2402 Email: merne@sbu.edu

Dates to Remember

February 28 –	2003-04 Reapplication for HEOP Funding Due
March 4 -	STEP/ CSTEP Advocacy Day
March 11 -	Higher Education Day, Albany
March 19-21 -	HEOP/ ATW; Comfort Inn, Albany
March 30-April 1-	Tri-State Association of Opportunity Programs Conference; Atlantic City, New Jersey.
April 14-15 -	HEOP Director's Meeting; Comfort Inn, Albany
April 15 -	Early Final Rosters Due
June 15 -	Last Day for 2002-03 Budget Transfer Requests
June 30 -	2002-03 Final Report Due

EARLY FINAL ROSTERS

COMMON ERRORS

1. Failure to carry over any corrections that were made from the October 15 Report. For example, deletions, additions, change in date of entry, correction to social security number, etc. not being carried over to the Final Report.

2. Omission of the "X" in Column 7 or column 8 on the sumer and fall rosters. Any graduates or attrites at the end of the spring semester should be noted in Column 7 or 8 when the Final Rosters are returned with the Final Report.

3. Failure to submit Table 2 and/or Table 3.

4. Reusing the roster pages from the October Report instead of preparing original roster pages for the Final Report.

5. Omission of one or more of the required semester rosters. Please take the time to review each roster page and make sure that all of the required material has been submitted.

It is important to note that if there is a disagreement regarding the FTE or headcount that SED has calculated, the Director should contact SED immediately. Do not assume that SED is correct ; call your Liaison.

It has now been proven that early submission of the Final Report roster pages and Tables 2 and 3 benefit both SED and your HEOP program. Please keep this reminder of "common errors" handy and call HEOP-SED if you have any questions. Thank you.

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

HEOP/ ADM – 02-03

To: HEOP Directors
From: Barbara Leonard Barbara
Date: January 2, 2003
Re: Information

1. Happy New Year!

2. 2001-02 HEOP Annual Report – one copy of the report is enclosed for your use. A copy is being sent to your President under separate cover from Stanley S. Hansen, Jr. Executive Coordinator of the Office of K-16 Initiatives and Access Programs. The 2001-02 program year was extremely successful for our students and our programs. Your, your staff and students should take pride in your achievements.

3. Please see the attached "Short Summary of HEOP Income Eligibility Criteria", which has been updated to include the newly approved criteria for 2003-04, 2004-05 and 2005-06.

4. Dates to Remember
   February 3-4 - NYS Legislative Forum, Marriott Hotel – Albany, NY
   February 11 - HEOP PO and cIcu Lobby Day – Albany, NY
   March 19-21 - HEOP ATW – Comfort Inn Airport – Albany, NY
   March 30-April 1 –Tri-State Opportunity Program Consortium Conference – Atlantic City, NJ
   May 15 - Early HEOP Final Rosters due

Short Summary of HEOP Income Eligibility Criteria

No. of Dependents	1975-77	1977-80	1980-81	1981-83	1983-84	1984-86	1986-87	1987-88
1	$4,160	$4,780	$6,032	$6,448	$7,000	$7,000	$7,600	$7,600
2	5,528	5,920	7,079	7,849	9,100	9,200	10,000	10,100
3	7,046	7,540	8,125	9,250	11,200	11,500	12,400	12,600
4	8,455	9,050	10,125	11,500	14,000	14,200	15,100	15,400
5	9,756	10,440	12,125	13,750	16,500	16,700	17,900	18,400
6	10,948	11,710	14,125	16,000	19,100	19,400	21,100	21,600
7	12,032	12,870	15,625	18,000	21,700	22,000	23,600	24,100
8	13,008	13,920	17,375	19,750	24,000	24,200	26,100	26,600
9	13,875	14,850	18,875	21,500	26,000	26,700	28,600	29,400
10	14,634	15,660	20,375	23,250	28,000	28,700	31,100	31,900
11	15,293	16,350	21,875[1]	25,000[2]	30,000[3]	30,700[4]	33,600[5]	34,400[6]
	Add $1000 for two workers or one worker Sole support of a one parent family.	Add $1000 for two workers or one worker Sole support of a one parent family or each additional member of the household attending college on at least a half-time basis in the previous year.	Add $1500 for two workers or one worker Sole support of a one parent family.	Add $1500 for two workers or one worker Sole support of a one parent family.	Add $2000 for two workers or one worker Sole support of a one parent family.	Add $2000 for two workers or one worker Sole support of a one parent family.	Add $2500 for two workers or one worker Sole support of a one parent family.	Add $2500 for two workers or one worker Sole support of a one parent family.

[1] Add $1,500 for each family member in excess of 11.
[2] Add $1,750 for each family member in excess of 11.
[3] Add $2,000 for each family member in excess of 11.
[4] Add $2,000 for each family member in excess of 11.
[5] Add $2,500 for each family member in excess of 11.
[6] Add $2,500 for each family member in excess of 11.

No. of Dependents	1988-89	1989-90	1990-91	1991-92	1992-93	1993-94	1994-95	1995-96
1	$7,880	$8,300	$8,630	$8,630	$8,850	$9,450	$ 9,900	$ 9,900
2	12,800	13,690	14,240	14,240	14,800	15,450	16,200	16,200
3	14,865	15,185	15,865	15,865	16,900	17,750	18,650	18,650
4	18,180	18,880	19,700	19,700	21,050	22,100	23,200	23,200
5	21,535	22,370	23,335	23,335	24,900	26,150	27,500	27,500
6	25,300	26,290	27,430	27,430	29,300	30,750	32,300	32,300
7	28,135	29,240	30,495	30,495	32,600	34,200	35,950	35,950
8	30,360	32,165	33,520	33,520	35,930	37,650	39,600	39,600
9	33,785	35,090	36,545	36,545	39,260	41,100	43,250	43,250
10	36,610	38,015	39,570	39,570	42,590	44,550	46,900	46,900
11	39,435[7]	40,940[8]	42,595[9]	42,595[9]	45,920[10]	48,000[11]	50,550[12]	50,550[13]
	Add $2500 for two workers or one worker Sole support of a one parent family.	Add $2500 for two workers or one worker Sole support of a one parent family or each additional member of the household attending college on at least a half-time basis in the previous year.	Add $2500 for two workers or one worker Sole support of a one parent family.	Add $2500 for two workers or one worker Sole support of a one parent family.	Add $2500 for two workers or one worker Sole support of a one parent family.	Add $2500 for two workers or one worker Sole support of a one parent family.	Add $2500 for two workers or one worker Sole support of a one parent family.	Add $2500 for two workers or one worker Sole support of a one parent family.

[7] Add $1,500 for each family member in excess of 11.
[8] Add $1,750 for each family member in excess of 11.
[9] Add $2,000 for each family member in excess of 11.
[10] Add $3,330 for each family member in excess of 11.
[11] Add $3,450 for each family member in excess of 11.
[12] Add $3,650 for each family member in excess of 11.
[13] Add $3,650 for each family member in excess of 11.

No. of Dependents	1996-97	1997-98	1998-99	1999-2000	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
1	$ 9,900	$ 9,900	$10,200	$10,750	$10,750	$10,750	$10,750	$13,300	$13,700	$14,100
2	16,200	16,200	16,600	17,000	17,600	18,100	18,100	18,400	18,950	19,600
3	18,650	18,650	18,950	19,500	20,150	20,800	20,800	21,100	21,700	22,350
4	23,200	23,200	23,600	24,300	25,100	25,900	25,900	26,200	26,950	27,800
5	27,500	27,500	27,950	28,750	29,700	30,700	30,700	31,000	31,900	32,850
6	32,300	32,300	32,850	33,800	34,980	36,000	36,000	36,350	37,450	38,550
7	35,950	35,950	36,650	37,600	38,850	40,150	40,150	40,450	41,650	42,900
8	39,600	39,600	40,350	41,400	42,750	44,200	44,200	44,550	45,850	47,250
9	43,250	43,250	44,050	45,200	46,650	48,250	48,250	48,650	50,050	51,600
10	46,900	46,900	47,750	49,000	50,550	52,300	52,300	52,750	54,250	55,950
11	50,550[13]	50,550[14]	51,450[15]	52,800[16]	54,450[17]	56,350[18]	56,350[18]	56,850[19]	58,450[20]	60,300[21]
	Add $2,500 for two workers or one worker Sole support of a one-parent family	Add $2,500 for two workers or one worker Sole support of a one-parent family.	Add **$2,700** for two workers or one worker Sole support of a one-parent family.	Add $2,700 for two workers or one worker Sole support of a one-parent family.	Add $2,700 for two workers or one worker Sole support of a one-parent family.	Add $2,700 for two workers or one worker Sole support of a one-parent family.	Add $2,700 for two workers or one worker Sole support of a one-parent family.	Add $4,800 for two workers or one worker Sole support of a one-parent family. Add $1,800 for a household supported Solely by one member working two or more jobs at the same time.	Add $4,800 for two workers or one worker Sole support of a one-parent family. Add $1,800 for a household supported Solely by one member working two or more jobs at the same time.	Add $4,800 for two workers or one worker Sole support of a one-parent family. Add $1,800 for a household supported Solely by one member working two or more jobs at the same time.

[13] Add $3,650 for each family member in excess of 11.
[14] Add $3,650 for each family member in excess of 11.
[15] Add $3,700 for each family member in excess of 11.
[16] Add $3,800 for each family member in excess of 11.
[17] Add $3,900 for each family member in excess of 11.
[18] Add $4,050 for each family member in excess of 11.
[18] Add $4,050 for each family member in excess of 11.
[19] Add $4,100 for each family member in excess of 11.
[20] Add $4,200 for each family member in excess of 11.
[21] Add $4,350 for each family member in excess of 11.

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

To: HEOP Project Directors HEOP/ ADM 02-02

From: Barbara Leonard

Date: December 9, 2002

Re: Information

This note brings with it the very best of holiday wishes for you, your staff, students and families from the SED – HEOP Staff!

Ann Marie Barbara Doris Sherry

1. Tri-State Consortium Conference
March 30 – April 1, 2003 are the dates for the seventh biennial Tri-State Conference. It will be held at the Sheraton Convention Center Hotel in Atlantic City, New Jersey. We encourage you to come join your colleagues from Pennsylvania, New Jersey and New York . There is much to learn, much to share and much to enjoy!

2. HEOP Administrative Training Workshop (ATW)
We will be holding a 2002-03 ATW on March 19-21, 2003. This training will be held at the Comfort Inn – Airport in Albany.In early January we will be issuing letters of invitation to those we have identified to participate in this year's training. If you wish to nominate someone at your institution, please contact your liaison prior to January 6th.

3. Mercado Electronic Reporting System (MERS)
We are encouraged by the growing number of institutions utilizing MERS for HEOP reporting purposes. If you are not already a participant, please contact your MERS Regional Liaison (see attached list).

   We also want to remind those of you who are using MERS that there are features that make the report process even easier – don't forget to use; the comment boxes and the data consistency checks!

4. Second Payment Vouchers
If you have not already submitted a "State Aid Voucher" for your second 2002-03 HEOP payment, please do so NOW! Send this voucher to us:
New York State Education Department
99 Washington Avenue
Room 1071 EBA – HEOP
Albany, NY 12234

5. December 15 Last Day for Summer Transfers
Just a reminder that if you have any unspent Summer 2002 HEOP funds, December 15 is the last day to request to transfer these funds into your 2002-03 Academic Year Budget!

6. Outstanding Budgets, Reports, State Legislative Grants (SLG)
Another reminder that if you have not yet submitted your 2002-03 budget, your October 15 Report, corrections requested for your 2001-02 Final Report, or your 2001-03 SLG (you know who you are), you are running a risk of not getting funds to reimburse your institution for the expenses they have been covering! Please submit these documents TODAY!

MERS Coordinators:

Alicia Holmes	New York University
Peggy Davis	(212) 998-5670

MERS Regional Representatives

- New York City -	Lisa Medina Fordham University – Lincoln Center (212) 636-6238
- Mid Hudson/ Westchester -	Roseana Reyes Mount St. Mary College (845) 569-3245
- Albany -	Gloria Taylor – Neal Union College (518) 388-6115
- Syracuse -	Louise Peckingham Hamilton College (315) 859-4399
- Rochester -	Connie Genduso St. John Fisher College (585) 385-8036
- Buffalo -	Melissa Erne St. Bonaventure University (716) 375-2402
- Long Island -	Frank Rodriguez New York Institute of Technology/Old Westbury (516) 686-7574

Tri-State Consortium

Opportunity Programs in Higher Education

20 West State Street
P.O. Box 542
Trenton, New Jersey 08625

November 8, 2002

Dear friends and colleagues:

I am pleased to invite you to the Tri-State Consortium's seventh biennial conference, March 30 – April 1, 2003 at the Sheraton Convention Center Hotel in Atlantic City, New Jersey. This year's conference theme is "Crossing the Great divide: Fostering Educational Excellence." While we have made tremendous strides, much work remains to keep the doors of post-secondary opportunity open. New Jersey, New York and Pennsylvania are among the national leaders in providing post-secondary educational opportunity to their citizens from low-income and educationally disadvantaged backgrounds. However, there are many pressures, educational, political, financial and cultural that continue to limit the full reach and potential of our programs and those whom we serve.

The past decade has brought into stark relief the vast chasm between the opportunities and possibilities of those who have completed a baccalaureate education and those who have not. Opportunity programs in our states have an important role to play in the dialogue about the future of post-secondary educational access and opportunity. I invite you to join us to further the dialogue, to refine our strategies and skills and to network with colleagues.

The conference planning executive committee includes, Honorary Chair, Dr. Sang Jin Kim, (NJ EOF Board of Directors), Conference Chair, Michelle Softley (NJ Board Member), Co-Chairs, Aida Ceara (Pa., Tri-State First Vice President) and Dolores Straker (NY, Board Member), Program Committee Chair, Penny McPherson-Barnes (NJ), and Tri-State Second Vice President Robert James. Please help support their efforts. By now you should have received the Conference Announcement and Call for Papers. Enclosed in this mailing you will find information regarding hotel reservations and how to advertise in the conference program. I encourage you to review the hotel information closely and to complete your conference and hotel registrations early. On behalf of the conference committee I also want to solicit your support in taking out ads in the conference program. Your support helps the organization to keep the conference registration costs reasonable while helping to offer you a high quality program and facilities.

I look forward to your support and seeing you at the conference!

Sincerely,

Glenn B. Lang, Ed.D.
President, Tri-State Consortium
Executive Director, NJ EOF

SEVENTH BIENNIAL TRI-STATE CONSORTIUM CONFERENCE
MARCH 30 - APRIL 1, 2003
CONFERENCE REGISTRATION

The four-day conference registration fee includes conference materials, meals, and events from Sunday, March 30 - Tuesday, April 1, 2003. The following is the schedule of registration fees:

Early Registration (Received by December 15th)	$325.00
Regular Registration (Received December 16th - March 4th)	$350.00
Late Registration (Received March 5th - March 29th)	$395.00
On Site Registration	$425.00
One Day (Sunday, March 30th)	$ 60.00
One Day (Monday, March 31st)	$195.00
One Day (Tuesday, April 1st, includes banquet)	$205.00
Banquet Only	$ 60.00

STUDENT REGISTRATION

Full Conference	$250.00
Sunday only	$ 50.00
Monday only	$ 90.00
Tuesday only	$110.00

The registration fee, minus a $25 handling charge, will be refunded if a written request is made and postmarked no later than March 21, 2003. A check that is returned unpaid by the bank for any reason will be charged $20.00. No refund request will be honored after March 21, 2003.

TRI-STATE CONSORTIUM SEVENTH BIENNIAL CONFERENCE REGISTRATION FORM

(Please print or type. One name per form. Form may be duplicated.)

Dr. Prof. Dean Mr. Ms. Mrs.

____
Last Name First MI

Check if appropriate: Presenter ___ Moderator ___ Tri-State Officer ___ Committee Member ___

Institution/Affiliation: ____

Address: ____
Street City State Zip

Telephone: Office (_____) ______________________ Home (_____)______________________

FAX: (_____) ______________________ E-mail ______________________________

Please indicate any special needs regarding __ access/accommodations and/or __ diet (please specify).

____

Registration Fee: $ _______ Check # ___________ Purchase Order/Voucher No. ____________________

Make checks payable to Tri-State Consortium. Mail with this Registration Form to:

Tri-State Consortium
c/o Mr. Robert James
State University of New York
State University Plaza
Albany, New York 12246

Tri State Consortium of Opportunity
Programs in Higher Education

2003 Tri-State Biennial Conference
"Closing the Great Divide: Fostering Educational Excellence"
Souvenir Journal Contract

Advertisements will be black and white. Advertisers should send black and white camera-ready copy. Minimally, advertisers must submit a copy of their business logo and any text that is to be typeset. Note: To guarantee a reserved space in the 2003 Tri-State Biennial Program, your advertisement and payment made payable to the "Tri-State Consortium" must be received by December 13, 2002.

Please reserve space in the 2003 Tri-State Biennial Conference Program for my paid advertisement, as indicated below: ________________

Page size is 8.5" x 11" with a .5" border - image size 7.5" x 10"

Full page, image size 7.5" x 10" @ $500 = ____________

Half page, image size 7.5" x 4 7/8" @$275 = ____________

Quarter page, image size 3 9/16" x 4 7/8" @ $150 = ____________

Business card, standard size 2" x 3 ½" @ $75 = ____________

Full page (gold ink), image size 7.5" x 10" @ $700 = ____________

Full page (platinum ink) corporate @ $1,000 = ____________

____________ Advertisement and payment are enclosed.

Institution/Company Name ________________
Address ____________ City ______ State ____ Zip ____
Contact Person ________________
Telephone No. ( ) __________ Best Time to Call __________
E-Mail Address ________________

Mail copy of the contract, payment and camara-ready ad to:

TRI-STATE CONSORTIUM
C/O ROBERT JAMES
STATE UNIVERSITY OF NEW YORK
SUNY PLAZA
ALBANY, NY 12246

Sheraton Atlantic City Convention Center Hotel

Welcomes

Tri-State Consortium of Opportunity Programs
March 29 - April 2, 2003

Please fill out the section below and return this entire form to the hotel to reserve your room for the convention.

Name: ____

Address: ____

City: ____________________ State__________ ____ZIP__________

Phone: Home ______________ Work ______________ Fax ______________

Date of Arrival: ____________________ **Date of Departure** ____________________

Room Type (Please check the type of room that you are requesting)

2 Dbl Beds@ $109.00 ____ Smoking_____

King Size Bed @$109.00____

Club Level @ $139.00______ Non Smoking_____

METHOD OF PAYMENT:

Credit Card: AMX VISA M/C DISC OTHER:______________

Number: ______________________________

Expiration Date: ____________________

Check/Money Order: Amount Paid: ______________ Check#:______________

(We must receive the check or money order with this form in order to make your reservation)

Purchase Order: ______________

***Please read the attached policy on Purchase Orders before checking the Purchase Order box.**

*This rate is subject to availability, based upon the amount of rooms contracted for the group. For reservations made after the **group cut- off date of 2/27/03**, or the block is sold-out, the prevailing hotel rate will be offered. Room type is on a request basis only. Applicable tax is 12% and a $1.00 tourism fee per night. This rate does not include any parking charges.

Cancellation must be done at least 48 hours prior to arrival (please obtain a cancellation number), if not, a charge equal to one night's stay will be placed against the credit card or deposit given.

Please mail this form to :

Sheraton Atlantic City Convention Center Hotel
Two Miss America Way
Atlantic City, NJ 08401
Attn: Reservations Dept.
1-888-627-7212

Sheraton Atlantic City Convention Center Hotel
Two Miss America Way, Atlantic City, NJ 08401 609-344-3535

Purchase Orders, Vouchers, and Tax Exemption Policies

- PURCHASE ORDERS AND VOUCHERS ARE NOT ACCEPTED AS A FORM OF PAYMENT. They will not hold or guarantee rooms, or substitute for pre-payment. **Prepayment must be received 2 weeks before check-in or the room will be released.**

- WE WILL BE GLAD TO COMPLETE YOUR PURCHASE ORDER IF REQUIRED INTERNALLY BY YOUR COMPANY OR AGENCY. It will be completed and returned within 10 days of receipt. Please send it to the Sheraton at least 2 months in advance to allow ample time for your Payables department to process prepayment prior to arrival.

- IF DIRECT BILLING IS REQUESTED, THERE IS A **$1,500** MINIMUM AND CREDIT MUST BE APPROVED BY THE SHERATON CONTROLLER. A Credit Application must be received at least 4 weeks prior to the event and will be approved based on your history of payment within terms (30 days). Please call our Sales Department at 609-441-2911 for an application.

- THERE IS NO EXEMPTION FROM THE $1 PER NIGHT ATLANTIC CITY TOURISM FEE ON HOTEL ROOM RENTALS.

TAX EXEMPTION PROCEDURES

- Tax exemption in New Jersey is dependent on whether the payment is made directly by the exempt organization; the organization's intent to reimburse the individual does not make the transaction tax exempt.
- Payment must be made by the organization's check **or** a Federal Government "Smart-Pay" credit card with 0,6,7,8,9 as a sixth digit **or** a credit card with the agency name PLUS a signed NJ Taxation form attesting that the card is paid directly by the tax exempt entity.
- The Reservations Department must receive tax exempt documentation at least three weeks prior to check-in for rooms.
- The Sales Department must receive tax exempt documentation within three weeks of receiving the returned signed contract for Catering and Convention events.
- IF TAX EXEMPT DOCUMENTATION IS NOT RECEIVED WITHIN THESE GUIDELINES, TAX WILL BE CHARGED AND PAID TO THE STATE. YOU MAY APPLY DIRECTLY TO THE N. J. DIVISION OF TAXATION FOR A REFUND.

EXEMPTION FROM NEW JERSEY SALES TAX AND ATLANTIC CITY LUXURY TAX

- The State of New Jersey, and county, municipality, school districts or other subdivisions are exempt from both Sales and Luxury Taxes. Payment must be made by the organization's check **or** a credit card with the agency name PLUS a signed NJ Taxation form attesting that the card is paid directly by the tax exempt entity.
- The United States of America and any of its agencies or instrumentalities are exempt from both Sales and Luxury Taxes. Payment must be made by the organization's check or a Federal Government "Smart-Pay" credit card with 0,6,7,8,9 as a sixth digit.
- Agencies and organizations of states other than New Jersey are not exempt from either tax. These agencies and organizations may contact the N. J. Division of Taxation to apply for New Jersey Sales Tax exemption (ST-5 form).
- Diplomats and Native Americans are exempt from both Sales and Luxury Taxes. Proper documentation must be received.
- A Purchase order, Voucher, or N. J. State ST-4 must be provided as tax exempt documentation.

EXEMPTION FROM NEW JERSEY SALES TAX (ST-5)

- With N. J. tax immunity, a non-governmental organization may be exempt from New Jersey Sales Tax.
- Payment must be made by the organization's check **or** a credit card with the agency name PLUS a signed NJ Taxation form attesting that the card is paid directly by the tax exempt entity.
- A New Jersey State ST-5 form must be provided as tax exempt documentation.
- You are not exempt from Atlantic City Luxury Taxes. You will be assessed 3% tax on alcoholic beverages, and 9% tax on meeting and sleeping rooms.

If you have any questions about tax exemption, please contact the New Jersey Division of Taxation at 609-292-5994.

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

HEOP/ ADM - 0201

To: HEOP Project Directors
From: Barbara J. Leonard Barbara
Date: August 29, 2002
Re: Policy and Information

Policy

First Payment for 2002-03 – Please submit a voucher for your first payment for 2002-03. The amount you may claim is 50% of your 2002-03 approved budget, or 50% of your 2001-02 award if you do not have an approved budget in place for this year (see the Written Directive sent to your President on April 1, 2002). The first payment may be made as of September 1.

Information

1. Vouchers – Enclosed with this ADM are four "State Aid Vouchers" for 2002-03. Please submit the first payment voucher by September 1.

2. Save the Date – Opportunity Programs United (the representative group for HEOP, EOP and SEEK/CD) will hold a celebration to pay tribute to Deputy Speaker Arthur O. Eve and Assemblyman Edward C. Sullivan (Chair of the Assembly Higher Education Committee). These two stalwart supporters of opportunity programs and disadvantaged students both plan to retire in December. We hope to give them a rousing send off on Tuesday, November 12, from 12:30 PM to 3:30 PM at the Crowne Plaza Hotel in Albany. We hope that you will plan to be there to help express our appreciation for all that they have done on behalf of our students and our programs. A formal invitation will be issued soon.

3. Program Roster – A revised HEOP Program Roster is enclosed. Please review the information we have listed for your program and advise Sherry Werner of any corrections needed. Sherry can be reached at (518) 474-5313 or via e-mail swerner@mail.nysed.gov.

4. 2002-03 HEOP Report Forms – Enclosed please find one copy each of the following documents:
   October 15, 2002 HEOP Report
   2002-03 HEOP Final Report
   2002-03 HEOP Report Manual

   We want to encourage all of you to begin using the MERS to submit your reports, we provide these hard copies for you to know the whole text of the report and to obtain the necessary signatures that cannot yet be submitted electronically. If you have any questions, please don't hesitate to contact your liaison.

5. Dates to Remember

September 1 – First Voucher for 2002-03 is due, even if you do not yet have an approved budget in place.

October 2 – Regents Legislative Public Policy Conference
9 am to 3 pm – Education Building, Albany, New York
11:00 am to noon – Higher Education Panel
Topic: Issues for the Regents to consider in the Development of the Statewide Plan for 2004-2012.

October 15 – HEOP October 15 Report is due.

November 7-9 – HEOP-PO Fall 2002 conference
LaGuardia Marriott Hotel, Queens

November 12 – Tribute to Deputy Speaker Arthur O. Eve and Assemblyman Edward C. Sullivan, The Crowne Plaza Hotel, Albany

HIGHER EDUCATION OPPORTUNITY PROGRAMS

INSTRUCTION MANUAL

2002-03

(For Completing the HEOP Interim and Final Reports)

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Higher Education Opportunity Program (HEOP)
Room 1071 EBA
Albany, New York 12234

TABLE OF CONTENT

Page

GENERAL INSTRUCTIONS

The definitions and instructions provided in this manual should be used to complete the HEOP Interim and Final Reports. Please review the table of contents for each report, which indicates the types of data requested. Some of the data requested in the HEOP Final Report may be obtained from the approved October 15 interim report submitted by your institution.

Please review the definitions provided in this manual and refer to them as needed when completing the tables in the reports.

Assistance:

For assistance or additional information concerning the reports, you may contact your liaison at (518) 474-5313.

Return Address:

Please return the following to the address listed below:

October 15 Interim Report - **two** copies of the report. Submit a voucher forty-five (45) days after the submittal of the report.

Final Report (due on or before June 30) - **three** copies of the report. Submit a voucher thirty (30) days after the submittal of the report, but no later than August 1.

Address

New York State Education Department
Higher Education Opportunity Program
Room 1071 Education Building Addition
Albany, New York 12234

Comparisons:

A chart of comparisons is enclosed as an appendix to this manual to assist you in completing the reports and for review after they have been completed. The chart lists data elements that should be equal from table to table.

DEFINITIONS

1. Report Year: Entire year period of report. For example, the report year for 2002-03 begins July 1, 2002 and ends June 30, 2003.

2. Academic Year: Includes all terms of the report year exclusive of the summer session. For example, the academic year for 2002-03 begins Fall 2002 and ends Spring 2003.

3. Summer: The summer session refers to the summer term prior to the academic year for which the Final Report is completed.

4. Prefreshmen: Students who enter the opportunity program in the summer and have never attended college before.

5. First-time Freshmen: All prefreshmen who attended the prefreshman summer program, plus all new freshmen who entered in the fall semester, plus all new freshmen who entered in the winter term, plus all new freshmen who entered in the spring semester. Do not include freshmen who are transfers into your program. Count each student only once.

6. Continuing Students: Students who were in attendance in your program in the prior academic term. When completing Table 2, include prefreshmen and first-time students in this category.

7. Readmitted Students: Students who have been readmitted to the program after an absence of at least one academic-year semester. For example, if a student attended the spring term, did not attend the summer term, and returned in the fall, report the student as a continuing student.

8. Transfer Students: Students transferring to your institution **this term**.

9. a. Unduplicated Total Headcount: Sum of all students registered for one or more terms in your program during the report year. Include those students who only attended the summer prefreshman program or summer special sessions. No student should be counted more than once, no matter how many sessions he or she attended.

   b. Unduplicated Academic Year Headcount: Sum of all students registered for one or more terms in your program during the academic year. Exclude those students who only attended the summer prefreshman program or summer special sessions. No student should be counted more than once, no matter how many sessions he or she attended.

10. Graduates: Students who graduated between July 1 and June 30 of the reporting year plus any students who graduated before July 1, but who were not previously reported.

11. Racial/Ethnic Categories:

a. Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands. These areas include, for example, China, India, Japan, Korea, the Philippine Islands, Samoa, Viet Nam, and Cambodia.

b. Black, non-Hispanic - A person having origins in any of the Black racial groups of Africa (except those of Hispanic origin).

c. Hispanic:

(1) Puerto Rican - A person of Puerto Rican origin.

(2) Other Hispanic - A person of Mexican, Dominican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

d. Native American - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

e. White, non-Hispanic - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

f. Other and Unknown - A person who does not fit any of the above categories or declines to respond.

INSTRUCTIONS

TABLE 1: HEOP ROSTERS

General Instructions

The October 15 Interim Report requests that HEOP rosters be completed for the summer and fall terms. The roster submitted with the October Interim Report, when approved, is considered final and no additional students will be funded for this term without written approval from HEOP/State Education Department (SED). Table 1 of the Final Report should include the approved summer and fall rosters from the October Interim Report and winter (where applicable) and spring rosters. Before submitting the rosters for the Final Report, complete columns 7 and 8 for the summer, fall, winter and spring terms.

Specific Instructions

Copies of this table should be duplicated to complete the necessary rosters for each term. Do not report more than one term per page. At the top of each page, check the box indicating the term reported on that page.

In column 1, list the names of all HEOP students attending the indicated term, in chronological order, by their date of first entry into any college (as indicated in column 3). Report students with the same entry date in alphabetical order. In column 2, list the student's I.D. number (preferably the students social security number). In column 3, list the student's date of first entry into any college (month and year). In column 4, for transfer students only, list the date of first entry into your institution's program. In column 5, put a check mark if the student is attending full-time. In column 6, for part-time students only, indicate the number of hours attempted by each student. Complete column 7 or 8 if the student left at the end of the term indicated for the roster. Put a check mark in column 7 if the student graduated or in column 8 if the student left for any other reason.

In most cases, columns 7 and 8 cannot be completed when submitting the October Interim Report. When submitting the approved roster from this report with the Final Report, columns 7 and 8 must be completed.

Special Instructions for the Summer Term

All students attending the prefreshman program in summer are considered full-time. All continuing students attending the prefreshman summer program should be so designated by placing the letters PF in parentheses after their names. All continuing students attending a summer Special Session other than the prefreshman program must have the number of hours attempted listed in the part-time column (column 6). If such a student attempts 12 or more credits, he/she will be considered full-time for the purposes of these reports. List only those students who received HEOP/SED funds.

TABLE 2: OPPORTUNITY PROGRAM RETENTION REPORT

General Instructions

The enrollment reported by term in Table 2 must match the headcount reported on the HEOP rosters (Table 1 pages) by term. When completing Table 2 of the Final Report, the enrollment figures for each term must also match the enrollment figures by term from the approved October 15th Interim Report. Any discrepancies must be accompanied by a written explanation.

When completing Table 2, refer to the definitions of continuing students, readmitted students, and transfer students on page 2 of this manual.

Specific Instructions

Summer Term

Report only those students who receive HEOP funds. First, for each student who attended the summer term and received HEOP funds, determine the date of first entry into any postsecondary institution. This determines the line on which the student should be reported. After determining the number of students which should be reported on a line, distribute that number into columns 3 through 5 based on the students' status of entry into the summer program. Report students in column 3 if they entered the summer term as continuing students or new prefreshmen, in column 4 if they entered the summer term as readmitted students, and in column 5 if they transferred to your institution for the summer term.

Fall Term

For each student who attended the fall term, determine the date of first entry into any postsecondary institution. This determines the line on which the student should be reported. Students who attended the summer term and enrolled in the fall term should be reported on the same line for both the summer and fall term (i.e., their date of first entry into a post-secondary institution does not change). After determining the number of students that should be reported on a line, distribute that number into columns 6 through 8 based on the students' status of entry into the fall term. Report students in column 6 if they entered the fall term as continuing students or first-time students, in column 7 if they entered the fall term as readmitted students, and in column 8 if they transferred into your institution for the fall term.

Winter and Spring Terms

When completing the table for the winter and spring terms, follow the same procedures as described for the fall term.

Example:

For this example, we are reporting only students whose first term of entry into any postsecondary institution was Fall 2000. Therefore, these students will be reported on the line designated in column 2 for Fall 2000. To complete columns 6 through 8 for the fall term, we are assuming that at this institution there are 50 students attending the fall term who first entered college in Fall 2000. Forty of these students attended the spring or summer terms at this institution and, therefore, would be reported in column 6 as continuing students. Four students took leaves of absences and did not attend either the spring or summer terms. These four students would be reported in column 7 as readmitted students. Six students, whose first entry into college in Fall 2000 was at another institution, transferred into this institution for the fall term. These six students would be reported in column 8 as transfer students. Columns 6 through 8 (fall term) on the line designated for Fall 2000 would be completed as follows:

	FALL		
Term of First Entry Into College (2)	Continuing (6)	Readmits (7)	Transfers* (8)
Fall 2000	40	4	6

*Note: Transfer students should be listed in the continuing student column after their first term in your institution.

To continue the example for the spring term, we are reporting only students whose first term of entry into any postsecondary institution was Fall 2000. There are 54 students attending the spring term whose first term of entry into any postsecondary institution was Fall 2000. Forty-nine of the students who attended the fall or winter terms returned for the spring term. These 49 students would be reported as continuing students. Two students who took leaves of absence and did not attend the fall or winter terms returned for the spring term. These students would be reported as readmitted students. Three students, whose first entry into college in Fall 1998 was at another institution, transferred into this institution for the spring term. These three students would be reported as transfer students. The spring term columns on the line designated for Fall 2000 would be completed as follows:

	SPRING		
Term of First Entry Into College (2)	Continuing (12)	Readmits (13)	Transfers* (14)
Fall 2000	49	2	3

*Note: Transfer students should be listed in the continuing student column after their first term in your institution.

TABLE 3: OPPORTUNITY PROGRAM SEPARATION REPORT (ATTRITION AND GRADUATION)

Report student attrition and the number of graduates by the students' date of first entry into any postsecondary institution. In columns 3 through 7, report student attrition by the last term of attendance (do not report graduates in these columns). In column 3, include student attrition from the prior spring session that was not reported on your institution's previous Final Report. In columns 4 through 7, report any students who attended during the indicated term but did not graduate or return for the next term.

In columns 8 and 9, report all opportunity program students who graduated between July 1 and June 30. Include students who graduated prior to July 1, if they were not reported as graduates on your institution's last Final Report. Also, include former opportunity program students who graduated during the past reporting year, but who did not use HEOP funds (e.g., students out of eligibility). Indicate this with an "*" and a note. Report the graduates in column 8 if they completed an associate degree program or in column 9 if they completed a baccalaureate degree program.

TABLE 4 - PART A: ATTRITION BY REASON OF DEPARTURE

Distribute all students reported in the attrition category of Table 3, columns 3 through 7, by the appropriate reason for departure. The total of column 8 should equal the sum of Table 3, line 29, columns 3 through 7.

TABLE 4 - PART B: PLACEMENT OF GRADUATES BY EXPRESSED INTENTION

Distribute all students reported in Table 3, columns 8 and 9 by their expressed intent. The total, column 9, should equal the sum of columns 8 and 9. Report each graduate only once in columns 2 through 8. If the intention of a graduate is not known, report the graduate in column 8. Graduates who are both employed and furthering their education at the same time should be placed only in the predominant category. If employment and further education are pursued on an equal basis, report such graduates in the appropriate education category only.

TABLE 4 - PART C: DISTRIBUTION OF ALL OPPORTUNITY PROGRAM STUDENTS BY RACE OR ETHNIC BACKGROUND, AGE, AND GENDER

Complete this table using your institution's unduplicated total headcount for the report year (i.e., the sum of all students registered for one or more terms in your program between July 1 and June 30 of the report year). No student should be counted more than once, no matter how many sessions he or she attends.

Report each student according to the following categories: gender, age, and ethnicity (see definition 11, page 2 of this manual). The proper entry for any box is the number of your program students in the category defined by each row and column. Therefore, in line 1, column 4, you should enter the number of students in your program who are under 23 years of age, Asian or Pacific Islander, and male.

TABLE 5: ADMISSIONS PROFILES FOR FIRST-TIME FRESHMAN OPPORTUNITY PROGRAM STUDENTS

Report first-time opportunity program students by high school average in Part A and SAT scores in Part B. Report all first-time freshman opportunity program students for the report year; that is, all prefreshmen who attended the prefreshman summer program, plus all new freshmen who entered in the fall semester, plus all new freshmen who entered in the winter term, plus all new freshmen who entered in the spring semester. Do not include freshmen who are transfers into your program. Count each student once in each profile.

TABLE 6: FAMILY INCOME OF FIRST-TIME FRESHMAN OPPORTUNITY PROGRAM STUDENTS

Report all eligible first-time freshman opportunity program students by family income and size of household (refer to the first-time freshman definition on page 2 of this manual). Do not include freshman transfers. Independent single students (household size of 1) are defined as students who are not dependent and have no dependents. Public Assistance recipients (Home Relief or Safety Net Assistance, Family Day Care Payments, or Aid to Dependent Children or Family Assistance Program Aid) should be considered as receiving zero income for this table only.

Be sure to complete the box at the bottom of the table which requests the number of first-time freshman opportunity students included in column 2 of the table who are receiving Social Services or Public Assistance benefits.

TABLE 7: DEPENDENCY-RESIDENCE SUMMARY AND FINANCIAL AID PACKAGE BUDGETING INFORMATION

Complete Parts A and B of this table using the definitions listed below:

- Dependent — Dependent on parental support as defined in applicable federal guidelines.
- Independent — Not dependent on parental support as defined in applicable federal guidelines.
- With Dependent — Includes married students and others who have dependents.
- Resident — Students living away from their family home and on or near campus.

- Commuter Students living at their family home.

If your institution uses different definitions, provide them when submitting the table.

To complete Part A, report the number of opportunity program students for the academic year (unduplicated academic year headcount) by residency and dependency status.

In Part B, report the dollar amounts per student used to compute budgets for financial aid packaging for program students.

For line 1, indicate full-time tuition charge. Provide the minimum tuition charge for a full-time student regardless of how tuition is charged. **If there are additional tuition charges, indicate what the charge is per credit in the footnote at the bottom of the table.**

Examples:

Flat charge tuition for unlimited credits = \$5,400	Fill in line 1, \$5,400 Do not fill in footnote.
Flat charge for tuition up to 17 credits = \$5,400 plus \$225 per credit above 17 credits.	Fill in line 1, \$5,400 Fill in footnote \$225 above 17 credits
Tuition is charged per credit \$225 for 12 credits each semester of the academic year = \$5,400.	Fill in line 1, \$5,400 Fill in footnote \$225 above 12 credits

For lines 10 and 11, please identify the costs entered in the "Other" categories (e.g., health insurance).

TABLE 8: CREDIT COURSEWORK FOR SESSIONS CONDUCTED BETWEEN JULY 1 AND JUNE 30

Report a one-year cumulative grade point average for all students in attendance between July 1 and June 30 of the report year. Specifically, in column 3 report the unduplicated total headcount of students enrolled in your institution between July 1 and June 30 by the number of semesters the student has been in the program. For transfer students, count semesters in all colleges. Do not count attendance in a summer session as a semester, unless it is part of your institution's regular academic year or students are using up program eligibility as part of an approved special session. Distribute the students into columns 4 through 7 by their grade point average for credit coursework completed between July 1 and June 30 of the report year. Convert data to a 4.0 scale, rounding to one decimal place. GPAs are to represent the cumulative average for the year. Include only those credits applicable to degree requirements. In column 8, report the number of credit hours attempted, including withdrawals, incompletes and failures. In column 9, report the number of credit hours earned between July 1 and June 30. On the prefreshmen line (line

0) include only those prefreshmen who did not return after the Prefreshman Program. If your institution <u>does not</u> use this system, please provide an alternative report.

TABLE 9: TOTAL CREDIT HOURS ACCUMULATED BY OPPORTUNITY PROGRAM STUDENTS

In Part A, report the total number of degree credit hours earned, for coursework taken through June 30, for all students in attendance between July 1 and June 30 of the report year. Specifically, in column 3 report the unduplicated total headcount of students enrolled in your institution between July 1 and June 30 by the number of semesters the student has been in the program. For transfer students, count semesters in all colleges. Do not count attendance in a summer session as a semester, unless it is part of your institution's regular academic year or students are using up program eligibility as part of an approved special session. Distribute the students in column 3 into columns 4 through 15 by the total number of credit hours they have accumulated through June 30. On the prefreshmen line (line 0) include only those prefreshmen who did not return after the Prefreshman Program. If your institution <u>does not</u> use this system, please provide an alternate report.

In Part B of this table, provide the number of students who have a cumulative grade point average (GPA) above 2.0 and also those whose GPA's are under 2.0. The total number should equal line 12, column 3 of Table 9A.

TABLE 10: ENROLLMENT BY SUBJECT AREA FOR OPPORTUNITY PROGRAM STUDENTS ENROLLED IN TWO-YEAR DEGREE PROGRAMS BETWEEN JULY 1 AND JUNE 30

Report the unduplicated total headcount of opportunity program students attending your institution between July 1 and June 30 by the major subject area of their degree program. When completing the table, use your institution's definition of freshman and sophomore in determining the level of each student and report your students by their level during their last term of attendance in the report year. Select the major area which is the most precise of the categories listed; <u>do not</u> change the category headings. The total males and the total females should equal the totals reported on Table 4, Part C.

TABLE 11: ENROLLMENT BY SUBJECT AREA FOR OPPORTUNITY PROGRAM STUDENTS ENROLLED IN FOUR-YEAR DEGREE PROGRAMS BETWEEN JULY 1 AND JUNE 30

Report the unduplicated total headcount of opportunity program students attending your institution between July 1 and June 30 by the major subject area of their degree program. When completing the table, use your institution's definition of freshman, sophomore, junior, and senior in determining the level of each student and report your students by their level during their last term of attendance in the report year. Select the major area which is the most precise of the categories listed; do not change the category headings. The total males and the total females should equal the totals reported on Table 4, Part C.

TABLE 12: REMEDIAL, DEVELOPMENTAL, AND SUPPORTIVE COURSES OFFERED TO OPPORTUNITY PROGRAM STUDENTS

When completing the October 15 Interim Report:

Fill out a separate sheet for each remedial, developmental, and/or supportive course offered to opportunity program students between July 1 and August 31 of the report year.

When completing the Final Report:

Fill out a separate sheet for each remedial, developmental, and/or supportive course offered between July 1 and June 30 of the report year.

Complete **ONE** page for each time it was offered.

When filling in Item 7:

Item 7 requests that you indicate the method of paying for each course. There can only be **ONE** way of financing these courses. Therefore, complete either A, B, C, or D. **Do not fill out more than one**.

Item 7 - A, B and C: indicates that tuition was charged for the course. List the dollar amount of the tuition charge.

Item 7 - D: indicates that there was no tuition charge for the course and that it was funded through payment of the instructor's salary. List the total salary of the instructor teaching the course.

TABLE 13: SUMMARY OF REMEDIAL, DEVELOPMENTAL, AND SUPPORTIVE COURSES OFFERED TO OPPORTUNITY PROGRAM STUDENTS

Complete this table by taking specific data items on the individual course sheets prepared for Table 12 and summarizing them by type of course. To complete Part A: Summer, take all the course sheets prepared for Table 12 and summarize item 4 (number of sections offered), item 5A (program students enrolled), item 5B (program students completed) and report them on lines 1 through 3 of the type of course checked (item 2). The number of students in each course should be counted (e.g., 13 students enrolled in math and 13 students enrolled in science = 26 students). Follow the same procedure to complete Part B: Academic Year, by summarizing the same items on the course sheets for the fall, winter and spring term.

If a course is listed as Reading/Study Skills, list in the Reading section only.

TABLE 14: CALCULATION OF OPPORTUNITY PROGRAM FULL-TIME EQUIVALENTS (FTE)

When completing this table, use the definition of each session as listed below:

Prefreshman Summer Program	Do not report on this table.
Regular Sessions	All academic year sessions operated in the fall, winter, and spring, plus: summer sessions operated by the Rochester Institute of Technology and Syracuse University Continuing Education.
Special Sessions	All sessions, funded by HEOP, which operated between July 1 and June 30 of the report year including: approved and funded continuing students attending summer sessions not included in the above regular sessions. This **does not** include the students attending the Prefreshman Summer Program.

In lines 1 through 4, columns 3 and 4, report the headcount of opportunity program students attending the term as full-time students and the FTE of the students. To calculate the FTE in column 4 for full-time students, divide the headcount (column 3) by 2 except for Rochester Institute of Technology and Union College, who divide by 3. In lines 1 through 4, columns 5 through 7, report the headcount of opportunity program students attending the term as part-time students, the number of hours attempted by these students, and the FTE of the students. To calculate the FTE in column 7 for part-time students, divide the number of credit hours attempted by 30 credits, except for Rochester Institute of Technology and Union College who divide by 36. Column 8 equals the sum of columns 4 and 7.

In lines 5 through 6, column 2, list the dates of any special sessions funded by HEOP which were conducted between July 1 and June 30 of the report year. For each session in lines 5 through 6, column 3 and 4, report the headcount of opportunity program students attending the term as full-time students and the FTE of the students. To calculate the FTE in column 4 for full-time students divide the headcount (column 3) by 2 except for Rochester Institute of Technology and Union College, who divide by 3. In lines 5 through 6, columns 5 through 7, report the headcount of opportunity program students attending the term as part-time students, the number of hours attempted by these students, and the FTE of the students. To calculate the FTE in column 7 for part-time students, divide the number of credit hours attempted by 30 credits, except for Rochester Institute of Technology and Union College who divide by 36. Column 8 equals the sum of columns 4 and 7.

In line 7, column 8, enter the sum of column 8, lines 1 through 6.

In line 7, column 8, enter the sum of column 8, lines 1 through 6.

TABLE 15: SUMMER EXPENDITURE REPORT
JULY 1 THROUGH AUGUST 31

General Instructions:

All expenditures for HEOP funds (column 1) for each line item may not exceed the budgeted amount without approval. Written approval from HEOP/SED for any adjustment above the budgeted expenditures must be in the program file before the expenditures are made.

Include expenditures for any special sessions conducted between July 1 and August 31. Funding from HEOP funds for any special sessions must have prior written approval.

Specific Instructions:

Complete the box above the expenditure table by reporting the headcount, hours, and FTE for continuing students, and headcount of prefreshmen in attendance between July 1 and August 31.

In the expenditure table, when completing column 1 (amount spent from HEOP funds) for supportive services, please note the following:

> On line 2, the percentage of professional personnel employee benefits (line 1, column 1) paid from HEOP funds cannot exceed the percentage indicted in your approved budget.
>
> On line 8, receipts for consumable supplies must be on file for purchases over $25.00.
>
> On line 10, travel expenses paid from HEOP funds must be for HEOP approved purposes and receipts must be on file.

When completing line 4 (Student Assistants), salaries for students working under the Federal Work Study Program should be listed under amount spent from other sources (column 3) rather than amount spent from institutional funds (column 2).

TABLE 16: SUMMER PERSONNEL ROSTER - JULY 1 THROUGH AUGUST 31

Report professional personnel (by title and name), student assistants (by title and number), and clerical and secretarial staff (by title and name) who worked with the summer HEOP program. If additional lines are needed to report personnel in any part, please duplicate the table and report the totals requested at the end of the list for each of Parts A, B, or C.

during the summer term for each person. In column 5, report the number of hours per week each person works with the HEOP project. In column 6, report the number of hours per week each person works in non-HEOP institutional employment. In columns 7 through 10, distribute each person's salary into salary assignable to the HEOP project paid from HEOP funds (column 7), institutional funds (column 8), and other funds (column 9). Salary assignable to non-HEOP functions should be reported in column 10.

TABLE 17: TUTORING AND COUNSELING SERVICES TO OPPORTUNITY PROGRAM STUDENTS AND STUDENT ASSISTANT EXPENDITURES - SUMMER 2002

When completing Part A for the summer term, use the definitions of "tutor hours," "tutee hours," "counselor hours," and "counselee hours" listed below:

- Tutor hours — The number of hours devoted by tutors to tutor students regardless of how many students are tutored at one time.
- Tutee hours — The number of tutoring hours received by program students as if received on an individual basis.
- Counselor hours — The number of hours devoted by counselors to counsel students regardless of how many students are counseled at one time.
- Counselee hours — The number of counseling hours received by program students as if received on an individual basis.

Examples:

1. One tutor tutoring one student for 3 hours represents 3 tutor hours and 3 tutee hours.
2. One tutor tutoring 3 students for one hour represents one tutor hour and 3 tutee hours.
3. One tutor tutoring 3 students for 3 hours represents 3 tutor hours and 9 tutee hours.
4. One counselor counseling one student for 3 hours represents 3 counselor hours and 3 counselee hours.
5. One counselor counseling 3 students for one hour represents one counselor hour and 3 counselee hours.
6. One counselor counseling 3 students for 3 hours represents 3 counselor hours and 9 counselee hours.

In determining the level of student, use your institution's definition for freshman, sophomore, junior, and senior and report your students by their level during the last term of the

In determining the level of student, use your institution's definition for freshman, sophomore, junior, and senior and report your students by their level during the last term of the report year.

When completing Part B:

The October 15th Interim Report requests information on tutors and peer counselors for the summer term. In this table, report tutors and peer counselors who worked with the HEOP program during the summer term. For each category of student assistants (lines 1 through 6), report the following: in column 3, the number of student assistants paid; in column 4, the rate of pay (i.e., dollars per hour, per week, etc.); in column 5, the total number of hours that each category of student assistants worked during the summer; in column 6, the total costs for salaries; in column 7 through 10, the total salary cost charged to HEOP funds (column 7), institutional funds (column 8), and /or other sources (column 9).

TABLE 18: ACADEMIC YEAR EXPENDITURE REPORT SEPTEMBER 1 THROUGH JUNE 30

General Instructions:

All expenditures from HEOP funds (column 1) for each line item may not exceed the budgeted amount without approval. Written approval from HEOP/SED for any adjustment above the budgeted expenditures must be in the program file before the expenditures are made.

Include expenditures for any approved special sessions conducted between September 1 and June 30. Funding from HEOP funds for any special sessions must have prior written approval.

Specific Instructions:

When completing column 1 (amount spent from HEOP funds) for supportive services, please note the following:

On line 2, the percentage of professional personnel employee benefits (line 1, column 1) paid from HEOP funds cannot exceed the percentage indicated in your approved budget.

On line 8, receipts for consumable supplies must be on file for purchases over $25.00.

On line 10, travel expenses paid for by HEOP funds must be for HEOP approved purposes and receipts must be on file.

When completing line 4 (Student Assistants), salaries for students working under the Federal Work Study Program should be listed under amount spent from other sources (column 3) rather than amount spent from institutional funds (column 2).

When completing column 1 (amount spent from HEOP funds) for supplemental financial assistance, please note the following:

On line 14, tuition may not exceed the amount per student shown on the final approved budget multiplied by the actual FTE. Normally, the amount of tuition should not exceed the amount determined by multiplying the academic year FTE by the tuition and/or amount listed on Table 7, Part B, line 1.

On line 15, column 4, normally maintenance may not exceed the average amount per student shown on the approved budget multiplied by the actual FTE.

TABLE 19: ACADEMIC YEAR PERSONNEL ROSTER SEPTEMBER 1 THROUGH JUNE 30

Report professional personnel (by title and name), student assistants (by title and number), and clerical and secretarial staff (by title and name), who worked with the HEOP program during the academic year. If additional lines are needed to report personnel in any part, please duplicate the table and report the totals requested at the end of the list for each of Parts A, B, and/or C.

In Parts A and C, column 1, report the individual's title and name. In Part B, report the title and number of persons. In columns 2 and 3, report each individual's rate of pay and the unit to which the rate applies (i.e., per hour, per week, etc.). In column 4, report the period of employment during the academic year for each person. In column 5, report the number of hours per week each person works with the HEOP project. In column 6, report the number of hours per week each person works in non-HEOP institutional employment. In columns 7 through 10, distribute each person's salary into salary assignable to the HEOP project paid from HEOP funds (column 7), institutional funds (column 8), and other funds (column 9). Salary assignable to non-HEOP functions should be reported in column 10.

TABLE 20: TUTORING AND COUNSELING SERVICES TO OPPORTUNITY PROGRAM STUDENTS AND STUDENT ASSISTANT EXPENDITURES - ACADEMIC YEAR

When completing Part A for the academic year, use the definitions of "tutor hours," "tutee hours," "counselor hours," and "counselee hours" listed below:

- Tutor hours — The number of hours devoted by tutors to tutor students regardless of how many students are tutored at one time.

- Tutee hours — The number of tutoring hours received by program students as if received on an individual basis.

- Counselor hours — The number of hours devoted by counselors to counsel students regardless of how many students are counseled at one time.

- Counselee hours — The number of counseling hours received by program students as if received on an individual basis.

Examples:

1. One tutor tutoring one student for 3 hours represents 3 tutor hours and 3 tutee hours.

2. One tutor tutoring 3 students for one hour represents one tutor hour and 3 tutee hours.

3. One tutor tutoring 3 students for 3 hours represents 3 tutor hours and 9 tutee hours.

4. One counselor counseling one student for 3 hours represents 3 counselor hours and 3 counselee hours.

5. One counselor counseling 3 students for one hour represents one counselor hour and 3 counselee hours.

6. One counselor counseling 3 students for 3 hours represents 3 counselor hours and 9 counselee hours.

In determining the level of student, use your institution's definition for freshman, sophomore, junior, and senior and report your students by their level during the last term of the report year.

When completing Part B:

The Final Report requests data on tutors and peer counselors for the academic year. In this table, report tutors and peer counselors who worked with the HEOP program during the academic year. For each category of student assistants (lines 1 through 6), report the following: in column 3, the number of student assistants paid; in column 4, the rate of pay (i.e., dollars per hour, per week, etc.); in column 5, the total number of hours that each category of student assistants worked during the academic year; in column 6, the total costs for salaries; in column 7 through 10, the total salary cost charged to HEOP funds (column 7), institutional funds (column 8), and /or other sources (column 9).

TABLE 21: DESCRIPTION OF CONSUMABLES, EQUIPMENT, AND CONTRACTUAL SERVICES

In the October 15th Interim Report, complete Part A: Description of Consumable Supplies, Part B: Description of Equipment, and Part C: Description of Contractual Services for the summer term. In the Final Report, complete Parts A, B, and C for the report year (July 1 through June 30).

When completing Part A: In column 1 of the table, list each item of consumable supplies. In column 2, report the cost per unit. In column 3, report the number of units. In columns 4 through 6, distribute the total cost by the amount charged to HEOP funds (column 4), institutional funds (column 5), and other sources (column 6). In column 7, report the total cost.

When completing Part B: In column 1 of the table list each item of equipment. In column 2, report the cost per unit. In column 3, report the number of units. In columns 4 through 6, distribute the total cost by the amount charged to HEOP funds (column 4), institutional funds (column 5), and other sources (column 6). In column 7, report the total cost.

When completing Part C: In column 1 of the table, list the name and position title of the contractor. In column 2, report the rate of pay (dollars per hour, per week, etc.). In column 3, report the number of weeks, hours, etc., of the service. In columns 4 through 6, distribute the total cost by the amount charged to HEOP funds (column 4), institutional funds (column 5) and other sources (column 6). In column 7, report the total cost of the service. In addition to completing Parts A, B and C, it is necessary to retain on file all receipts for any expenditures in these categories in excess of $25, as well as copies of contracts between the institution and contractor(s), and all agreed upon reports.

TABLE 22: DISTRIBUTION OF FINANCIAL AID (OPPORTUNITY PROGRAM STUDENTS)

Columns 3 through 6 pertain to HEOP program students with columns 3 and 4 reflecting the number of students and amount of student financial aid for the summer term and columns 5 and 6 reflecting the unduplicated academic year headcount of students and the amount of student financial aid for the academic year.

Complete columns 3 and 4 by reporting the number of HEOP program students who received financial support during the summer term, by source of support, the corresponding dollar amount they received. If a student received more than one source of support during the summer term, he or she should be counted once in each applicable source of support category.

In columns 5 and 6, report the number of program students who received financial support during the academic year, by source of support and the corresponding dollar amount they received. Within each source of support category, report a student only once for the academic year, even if he or she received support for more than one semester or term. If a student receives more than one source of support, he or she should be counted once in each applicable source of support category.

TABLE 23: STATEMENT OF ACADEMIC ELIGIBILITY

A Statement of Academic Eligibility signed by the Chief Academic Officer must be submitted.

TABLE 24: STATEMENT OF PROOF OF FEDERAL PELL AND TUITION ASSISTANCE PROGRAM

A Statement of Proof of Federal Pell and Tuition Assistance Program Application signed by the HEOP Director and the Financial Aid Director must be submitted.

TABLE 25: ADDITIONAL INFORMATION

Use this table to describe any special aspects of your program, provide explanations for information included on previous pages of the report, and most importantly, to present and discuss any student achievements and staff and program accomplishments. HEOP/SED uses the information you provide to develop the Student Achievement section of the Annual HEOP Report that is shared with the Governor, the Board of Regents, and the college presidents. Be sure your program is represented by providing the additional information.

APPENDIX - DATA COMPARISON

COMPARING ENROLLMENT BY TERM OF ATTENDANCE			
Data Elements	Table 1: HEOP Rosters	Table 2: Opportunity Program Retention Report	Table 14: Summary of Opportunity Program Student Attendance
Summer term headcount	Headcount on summer roster =	Total line, sum of continuing students, re-admits, and transfers for the summer term =	NA
Fall term head-count	Headcount on fall roster =	Total line, sum of continuing students, re-admits, and transfers for the fall term =	Sum of Columns 3 and 5
Winter term head-count	Headcount on winter roster =	Total line, sum of continuing students, re-admits, and transfers for the winter term =	Sum of Columns 3 and 5
Spring term head-count	Headcount on spring roster =	Total line, sum of continuing students, re-admits, and transfers for the spring term =	Sum of Columns 3 and 5

COMPARING UNDUPLICATED HEADCOUNT OF STUDENTS, ALL SESSIONS		
Data Element	Table 4, Part C: Distribution of All Opportunity Students by Race or Ethnic Background, Age, and Gender.	Table 8: Credit Coursework for Sessions Conducted between July 1 and June 30.
Unduplicated headcount, all sessions	Line 17, Column 7 =	Line 12, Column 3

(CONTINUED) COMPARING UNDUPLICATED HEADCOUNT OF STUDENTS, ALL SESSIONS	
Table 9: Total Credit Hours Accumulated by Opportunity Students	Table 10 or Table 11: Degree Program Enrollment by Subject Area for Opportunity Students Enrolled Between July 1 and June 30
Line 12, Column 3	Table 10, Line 10, Column 7 And/or Table 11, Line 26, Column 11

COMPARING THE NUMBER OF FIRST-TIME FRESHMAN OPPORTUNITY STUDENTS			
Data Element	Table 2: Opportunity Program Retention Report	Table 5: Admissions Profiles for First-Time Freshmen Opportunity Students	Table 6: Family Income on First-Time Freshman Opportunity Students
First-time Freshmen	On the Final Report Line 25, Column 3 plus Line 26, Column 6 plus Line 27, Column 9 plus Line 28, Column 12 =	Part A, Line 10 = Part B, Line 6, Column 3 = Part B, Line 6, Column 4 =	Total Line, Column 13

COMPARING STUDENT ATTRITION AND NUMBER OF GRADUATES		
Data Element	Table 3: Opportunity Program Separation Report (Attrition and Graduation)	Table 4, Part A and Part B
Attrition: Number of departures (except graduates)	Line 29, sum of Columns 3 through 7 =	Table 4, Part A, Column 8
Graduates	Line 29, sum of Columns 8 and 9 =	Table 4, Part B, Column 9

COMPARING THE NUMBER OF MALE AND FEMALE STUDENTS			
Data Element	Table 4, Part C: Distribution of all Opportunity Students by Race or Ethnic Background, Age, and Gender	Table 10: Enrollment by Subject Area for Opportunity Students Enrolled in Two-Year Programs	Table 11: Enrollment by Subject Area for Opportunity Students Enrolled in Four-Year Programs
Number of male and female students	On the Final Report Line 8, Column 7 = Line 16, Column 7 =	Line 10, Columns 3 plus 5 or Line 10, Columns 4 plus 6 or	Line 26, Columns 3+5+7+9 Line 26, Columns 4+6+8+10

COMPARING EXPENDITURE DATA FOR THE SUMMER TERM				
Data Element	Table 15: Summer Expenditure Report, July 1 through August 31	Table 16: Summer Personnel Roster, July 1 through August 31	Table 17B: Tutors and Peer Counselors	Table 22: Distribution of Financial Aid (Program Students)
Professional personnel salaries assignable to HEOP project paid from HEOP funds	Line 1, Column 1 =	Part A, Total line, Column 7		
Professional personnel salaries assignable to HEOP project paid from institutional funds	Line 1, Column 2 =	Part A, Total line, Column 8		
Professional personnel salaries assignable to HEOP project paid from other sources	Line 3, Column 3 =	Part A, Total line, Column 9		
Student assistants' salaries assignable to HEOP project paid from HEOP funds	Line 4, Column 2 =	Part B, Total line, Column 7 =	Line 6, Column 7	
Student assistants' salaries assignable to HEOP project paid from institutional funds	Line 4, Column 2 =	Part B, Total line, Column 8 =	Line 6, Column 8	
Student assistants' salaries assignable to HEOP project paid from other sources	Line 4, Column 3 =	Part B, Total line, Column 9 =	Line 6, Column 9	
Total student assistants' salaries assignable to HEOP project funds	Line 4, Column 4 =	=	Line 6, Column 6	
Clerical & secretarial salaries assignable to HEOP project paid from HEOP funds	Line 6, Column 1 =	Part C, Total line, Column 7		
Clerical & secretarial salaries assignable to HEOP project paid from institutional funds	Line 6, Column 2 =	Part C, Total line, Column 8		
Clerical & secretarial salaries assignable to HEOP project paid from other sources	Line 6, Column 3 =	Part C, Total line, Column 9		
Total supplemental financial assistance to program students paid from HEOP funds	Line 18, Column 1 =			Line 1, Column 4
Total supplemental financial assistance to program students paid from institutional funds	Line 18, Column 2 =			Line 6, Column 4
Total supplemental financial assistance to program students paid from other sources	Line 18, Column 3 =			Line 24, Column 4
Total supplemental financial assistance to program students	Line 18, Column 4 =			Line 25, Column 4

COMPARING EXPENDITURE DATA FOR THE ACADEMIC YEAR				
Data Element	Table 18: Academic Year Expenditure Report, September 1 through June 30	Table 19: Academic Year Personnel Roster, September 1 through June 30	Table 20B: Expenditures for Student Assistants	Table 22: Distribution of Financial Aid (Non-program & Program Students)
Professional personnel salaries assignable to HEOP project paid from HEOP funds	Line 1, Column 1 =	Part A, Total Line, Column 7		
Professional personnel salaries assignable to HEOP project paid from institutional funds	Line 1, Column 2 =	Part A, Total line, Column 8		
Professional personnel salaries assignable to HEOP project paid from other sources	Line 1, Column 3 =	Part A, Total line, Column 9		
Student assistants' salaries assignable to HEOP project paid from HEOP funds	Line 4, Column 1 =	Part B, Total line, Column 7 =	Line 6, Column 7	
Student assistants' salaries assignable to HEOP project paid from institutional funds	Line 4, Column 2 =	Part B, Total line, Column 8 =	Line 6, Column 8	
Student assistants' salaries assignable to HEOP project paid from other sources	Line 4, Column 3 =	Part B, Total line, Column 9 =	Line 6, Column 9	
Total student assistants' salaries assignable to HEOP project funds	Line 4, Column 4 =	=	Line 6, Column 6	
Clerical & secretarial salaries assignable to HEOP project paid from HEOP funds	Line 6, Column 1 =	Part C, Total line, Column 7		
Clerical & secretarial salaries assignable to HEOP project paid from institutional funds	Line 6, Column 2 =	Part C, Total line, Column 8		
Clerical & secretarial salaries assignable to HEOP project paid from other sources	Line 6, Column 3 =	Part C, Total line, Column 9		
Total supplemental financial assistance to program students paid from HEOP funds	Line 16, Column 1 =			Line 1, Column 6
Total supplemental financial assistance to program students paid from institutional funds	Line 16, Column 2 =			Line 6, Column 6
Total supplemental financial assistance to program students paid from other sources	Line 16, Column 3 =			Line 24, Column 6
Total supplemental financial assistance to program students	Line 16, Column 4 =			Line 25, Column 6

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Collegiate and Pre-Professional Programs Unit
Higher Education Opportunity Program
Room 1071 EBA
Albany, NY 12234

HIGHER EDUCATION OPPORTUNITY PROGRAM
2002-2003 FINAL REPORT

Name of Institution: ______________________________

Campus Name of Opportunity Program: ______________________________

Mailing Address: ______________________________
____
____

Name of Administering Officer: ______________________________

Title: ____________________ Telephone: (   ) ____________ / ______
(Area Code) (Number) (Ext.)

Date Report Submitted: ____________________

SIGNATURES

____
Director/Adminstering Officer

____
Chief Executive Officer

Person(s) responsible for answering questions pertaining to this report between June 30 and August 31, 2003:

Name: ______________________________

Telephone Number: (   ) ______________________
Area Code Number / Extension

Name: ______________________________

Telephone Number: (   ) ______________________
Area Code Number / Extension

PLEASE RETURN THREE (3) COPIES OF THIS REPORT TO THE ADDRESS SHOWN ABOVE.

PLEASE SUBMIT A COMPLETED VOUCHER THIRTY (30) DAYS AFTER SUBMITTING THIS REPORT, BUT NO LATER THAN AUGUST 1, 2003.

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HEOP 2002-2003 FINAL REPORT

Institution Name:

Page______ of_______

TABLE 1: HEOP ROSTER

Please indicate the term reported on this page:

☐ Summer 2002 ☐ Fall 2002 ☐ Winter 2002-2003 ☐ Spring 2003

Last Name, First Initial List in Chronological Order by Date of Entry (1)	I.D. Number (2)	Date of First Entry Into ANY College (3)	TRANSFER ONLY Date of First Entry Into Your Program (4)	Full-time (Check Mark) (5)	Part-time (Number of Hours Attempted) (6)	Students Leaving at the End of This Term (Check one) Graduate (7)	Other (8)
				☐		☐	☐
				☐		☐	☐
				☐		☐	☐
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				☐		☐	☐
				☐		☐	☐
				☐		☐	☐
				☐		☐	☐

Total Number of Students on This Page . ☐

Total Number of Part-time Students on This Page *(Headcount)* . . . . . ☐

HEOP 2002-2003 FINAL REPORT

Institution Name:

TABLE 2: OPPORTUNITY PROGRAM RETENTION REPORT 2002-2003

Line No. (1)	Term of First Entry Into College (2)	Summer 2002			Fall 2002			Winter 2002-2003			Spring 2003		
		Con-tinuing (3)	Re-admits (4)	Trans-fers (5)	Con-tinuing (6)	Re-admits (7)	Trans-fers (8)	Con-tinuing (9)	Re-admits (10)	Trans-fers (11)	Con-tinuing (12)	Re-admits (13)	Trans-fers (14)
1	Before Fall 1996												
2	Fall 1996												
3	Winter 1996-97												
4	Spring 1997												
5	Summer 1997												
6	Fall 1997												
7	Winter 1997-98												
8	Spring 1998												
9	Summer 1998												
10	Fall 1998												
11	Winter 1998-99												
12	Spring 1999												
13	Summer 1999												
14	Fall 1999												
15	Winter 1999-2000												
16	Spring 2000												
17	Summer 2000												
18	Fall 2000												
19	Winter 2000-01												
20	Spring 2001												
21	Summer 2001												
22	Fall 2001												
23	Winter 2001-02												
24	Spring 2002												
25	Summer 2002												
26	Fall 2002												
27	Winter 2002-03												
28	Spring 2003												
29	**Total (Sum: Lines 1-28)**												

HEOP 2002-2003 FINAL REPORT

Institution Name:

TABLE 3: OPPORTUNITY PROGRAM SEPARATION REPORT (ATTRITION AND GRADUATION, SPRING 2002-JUNE 30, 2003)

Line No. (1)	Term of First Entry Into College (2)	Attrition: Number of Students by Last Semester of Attendance (EXCLUDE GRADUATES)					Graduates**	
		Spring* 2002 (3)	Summer 2002 (July 1-Aug.31) (4)	Fall 2002 (5)	Winter 2002-03 (6)	Spring 2003 (7)	Associate Program (8)	Baccalaureate Program (9)
1	Before Fall 1996							
2	Fall 1996							
3	Winter 1996-97							
4	Spring 1997							
5	Summer 1997							
6	Fall 1997							
7	Winter 1997-98							
8	Spring 1998							
9	Summer 1998							
10	Fall 1998							
11	Winter 1998-99							
12	Spring 1999							
13	Summer 1999							
14	Fall 1999							
15	Winter 1999-2000							
16	Spring 2000							
17	Summer 2000							
18	Fall 2000							
19	Winter 2000-01							
20	Spring 2001							
21	Summer 2001							
22	Fall 2001							
23	Winter 2001-02							
24	Spring 2002							
25	Summer 2002							
26	Fall 2002							
27	Winter 2002-2003							
28	Spring 2003							
29	Total (Sum: Llines 1-28)							

* Only those not counted on 2001-02 Final Report

** Include Graduates from Spring 2002 (Not Counted on 2001-02 Final Report) in Columns 8 or 9

HEOP 2002-2003 FINAL REPORT

Institution Name:

TABLE 4, PART A: ATTRITION BY REASON OF DEPARTURE

Transfers Out (1)	Academic Leave (2)	Academic Dismissal (3)	Financial (4)	Medical (5)	Personal (6)	All Other (7)	Total (Sum of Columns 1-7) (8)

TABLE 4, PART B: PLACEMENT OF 2002-2003 GRADUATES BY EXPRESSED INTENTION

Graduates (1)	Employed (2)	Unemployed (3)	Matriculation at a Senior College (4)	Entering Graduate School (5)	Entering Professional Schools (6)	Entering Other Educational Institutions (7)	Unknown (8)	TOTAL (Sum: Columns 2-8) (9)
Number of Placements								

TABLE 4, PART C: DISTRIBUTION OF ALL OPPORTUNITY PROGRAM STUDENTS BY RACE OR ETHNIC BACKGROUND, AGE AND GENDER, 2002-2003

Line No. (1)	GENDER (2)	ETHNIC BACKGROUND (3)	AGE			TOTAL (7)
			UNDER 23 (4)	23 TO 29 (5)	30 AND OVER (6)	
1	MALES	Asian or Pacific Islander				
2		Black, Non-Hispanic				
3		Hispanic - Puerto Rican				
4		- Other Hispanic				
5		Native American				
6		White, Non-Hispanic				
7		Other and Unknown				
8		SUBTOTAL (Sum: Lines 1-7)				
9	FEMALES	Asian or Pacific Islander				
10		Black, Non-Hispanic				
11		Hispanic - Puerto Rican				
12		- Other Hispanic				
13		Native American				
14		White, Non-Hispanic				
15		Other and Unknown				
16		SUBTOTAL (Sum: Lines 9-15)				
17	TOTAL (SUM: Lines 8 and 16)					

HEOP 2002-2003 FINAL REPORT

Institution Name:

TABLE 5: ADMISSIONS PROFILES FOR FIRST-TIME FRESHMAN OPPORTUNITY PROGRAM STUDENTS, 2002-2003

INSTRUCTIONS: In the two profiles below, report first-time freshman opportunity program students by high school average and SAT scores. Report all first-time freshman opportunity program students for 2002-2003, that is, all prefreshmen who attended the prefreshman summer program, plus all new freshmen who entered in the fall semester, plus all new freshmen who entered in the winter term, plus all new freshmen who entered in the spring semester. Do not include freshmen who were transfers into your program. Count each student once in each profile.

Part A: High School Average Profile

Line No. (1)	High School Average (2)	Number of First-Time Freshmen (3)
1	Above 90	
2	85-90	
3	80-84	
4	70-79	
5	60-69	
6	Below 60	
7	Grade Average Unknown	
8	GED	
9	No Diploma	
10	Total (Sum: Lines 1-9)	

Part B: Distribution of SAT Scores

Line No. (1)	SAT Scores (2)	Verbal (3)	Math (4)
1	Above 629		
2	500-629		
3	300-499		
4	Below 300		
5	No SAT		
6	Total (Sum: Lines 1-5)		

Intuition Name:

TABLE 6: FAMILY INCOME OF FIRST-TIME FRESHMAN OPPORTUNITY PROGRAM STUDENTS 2002-2003

INSTRUCTIONS: In the table below report first-time freshman opportunity program students by family income and size of household (see first-time freshman definition). Do not include freshman transfers. Independent single students (household size of 1) are defined as students who are not dependents and have no dependents. Social Service recipients (Home Relief, Day Care, ADC) should be considered as receiving zero income for this table only. Please include an explanation for any students who fall to the right of the bold black line--single parent working, two parents working, or 15% variation case.

Line No.	Number of Persons in Household (1)	Annual Family Income $0-10,750 (2)	10,751-18,100 (3)	18,101-20,800 (4)	20,801-25,900 (5)	25,901-30,700 (6)	30,701-36,000 (7)	36,001-40,150 (8)	40,151-44,200 (9)	44,201-48,250 (10)	48,251-52,300 (11)	Over 52,300 (12)	Total (13)
1	1												
2	2												
3	3												
4	4												
5	5												
6	6												
7	7												
8	8												
9	9												
10	10												
11	Over 10												
12	Total												

Report the number of first-time freshman opportunity program students included in column 2 above who received Social Services benefits in 2001. . . . .

Project Director's Signature

Financial Aid Director's Signature

HEOP 2002-2003 FINAL REPORT

Institution Name:

TABLE 7: DEPENDENCY - RESIDENCE SUMMARY AND FINANCIAL AID PACKAGE BUDGETING INFORMATION, 2002-2003

See Manual, page 8, for definitions of dependent, independent, with dependent, resident, and commuter.

Part A: Dependency - Residence Summary For the Academic Year

INSTRUCTIONS: Report the number of opportunity program students (**unduplicated Academic Year headcount**) by residency and dependency status in the table below.

Line No.	Residency (1)	Dependency Status			Total (5)
		Dependent (2)	Independent Without Dependents (3)	Independent With Dependents (4)	
1	Resident				
2	Commuter				
3	Total				

Part B: Financial Aid Package Budgeting Information

INSTRUCTIONS: In the table below, report the dollar amounts per student used to compute budgets for financial aid packaging for program students. Please specify the sources of costs entered in the "other" categories.

Line No. (1)	Cost (2)	Resident Students			Commuter Students		
		Dependent (3)	Independent Without Dependents (4)	Independent With Dependents (5)	Dependent (6)	Independent Without Dependents (7)	Independent With Dependents (8)
1	Tuition & Fees*						
2	Supplies & Books						
3	Room (Rent & Utilities)						
4	Food						
5	Maintenance at Home						
6	Personal, Clothing, Recreational						
7	Dependent Care						
8	Transportation						
9	Medical						
10	Other:						
11							
12	Total (Sum: Lines 1-11)						

*Please indicate additional tuition charges: $__________ per credit above ________ credits.

Institution Name:

TABLE 8: CREDIT COURSEWORK FOR SESSIONS CONDUCTED BETWEEN JULY 1, 2002 AND JUNE 30, 2003

INSTRUCTIONS: In the table below report a one-year cumulative average for all opportunity program students in attendance between July 1, 2002 and June 30, 2003. Specifically, in column 3 report the unduplicated headcount of opportunity program students enrolled in your institution by the number of semesters the student has been in the program. For transfer students, count semesters in all colleges. Do not count attendance in a summer session as a semester unless it is part of your institution's regular academic year or students are using up program eligibility as part of an approved special session. Distribute the students in columns 4 through 7 by their grade point average for credit coursework completed between July 1, 2002 and June 30, 2003. (NOTE: If your institution does not use this system, please provide an alternate report.) Convert data to a 4.0 scale, rounding to one decimal place. GPAs are to represent the cumulative average for the year. Include only those credits applicable to degree requirements. In column 8, report the number of credit hours attempted, including withdrawals, incompletes, and failures. In column 9, report the number of credit hours earned between July 1, 2002 and June 30, 2003.

Line No. (1)	Number of Semesters in Program (2)	Total Number of Students (3)	Number of Students by Grade Range				Number of Credit Hours Attempted (8)	Credit Hours Earned (9)
			0 - 0.99 (4)	1.0 - 1.99 (5)	2.0 - 2.99 (6)	3.0 - 4.0 (7)		
0	Prefreshmen*							
1	1							
2	2							
3	3							
4	4							
5	5							
6	6							
7	7							
8	8							
9	9							
10	10							
11	More than 10							
12	Total (Sum: Lines 0-11)							

*Include only those prefreshmen who did not return after the Summer Prefreshman Program.

Institution Name:

TABLE 9A: TOTAL CREDIT HOURS ACCUMULATED BY OPPORTUNITY PROGRAM STUDENTS, 2002-2003

INSTRUCTIONS: In the table below report the total number of degree-credit hours earned for coursework taken through June 30, 2003 for all opportunity program students in attendance between July 1, 2002 and June 30, 2003. Specifically, in column 3 report the unduplicated headcount of opportunity program students enrolled in your institution by the number of semesters the student has been in the program. For transfer students, count semesters in all colleges. Do not count attendance in a summer session as a semester unless it is part of your institution's regular academic year or students are using up eligibility as part of an approved special session. Column 3 of this section should be the same as column 3 in Table 8. Distribute the students reported in column 3 into columns 4 through 15 by the total number of credit hours they have accumulated through June 30, 2003. NOTE: If your institution does not use a semester system, please provide an alternate report.

			Degree-Credit Hours Earned											
Line No. (1)	Number of Semesters In Program (2)	Total Students (3)	0-11 (4)	12-23 (5)	24-35 (6)	36-47 (7)	48-59 (8)	60-71 (9)	72-83 (10)	84-95 (11)	96-107 (12)	108-119 (13)	120-131 (14)	132 and Over (15)
0	Prefreshmen*													
1	1													
2	2													
3	3													
4	4													
5	5													
6	6													
7	7													
8	8													
9	9													
10	10													
11	More than 10													
12	Total (Sum: Lines 0-11)													

* Include only those prefreshmen who did not return after the Summer Prefreshman Program.

TABLE 9B: CUMULATIVE GRADE POINT AVERAGE, ALL STUDENTS

0-1.99	
2.0 and above	
Total	

HEOP 2002-2003 FINAL REPORT

Institution Name:

TABLE 10: ENROLLMENT BY SUBJECT AREA FOR OPPORTUNITY PROGRAM STUDENTS ENROLLED IN TWO-YEAR DEGREE PROGRAMS BETWEEN JULY 1, 2002 AND JUNE 30, 2003

INSTRUCTIONS: In the table below, report the unduplicated headcount of opportunity program students attending your institution between July 1, 2002 and June 30, 2003, by the major subject area of their degree program. When completing the table, use your institution's definition of freshman and sophomore in determining the level of student and list your students by the level they were during the last term of the 2002-2003 report year.

Line No. (1)	Major Subject Area (2)	Freshman		Sophomore		Total (Sum of Columns 3-6) (7)
		Men (3)	Women (4)	Men (5)	Women (6)	
1	Business & Commerce Technologies					
2	Data Processing Technologies					
3	Health Services & Paramedical Technologies					
4	Natural Science Technologies					
5	Public Services Related Technologies					
6	Other Occupational Programs					
7	Mechanical & Engineering Technology					
8	Liberal Arts					
9	Undeclared					
10	Total (Sum: Lines 1-9)					

For the two-year colleges Total males (Line 10, Columns 3 and 5) and Total Females (Line 10, Columns 4 and 6) should be the same totals as reported on Table 4, Part C.

HEOP 2002-2003 FINAL REPORT

Institution Name:

TABLE 11: ENROLLMENT BY SUBJECT AREA FOR OPPORTUNITY PROGRAM STUDENTS ENROLLED IN FOUR-YEAR DEGREE PROGRAMS BETWEEN JULY 1, 2002 AND JUNE 30, 2003

INSTRUCTIONS: In the table below, report the unduplicated headcount of opportunity program students attending your institution between July 1, 2002 and June 30, 2003 by the major subject area of the degree program. When completing the table, use your institution's definition of freshman, sophomore, junior and senior in determining the level of student and list your students by the level they were during the last term of the 2002-2003 report year. Select the major area which is the most precise of the categories available for a student's major.

Line No. (1)	Major Subject Area (2)	Freshman		Sophomore		Junior		Senior		Total (Sum: Columns 3-10) (11)
		Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	
1	Agriculture & Natural Resources									
2	Architecture & Environmental Design									
3	Area Studies									
4	Biological Sciences									
5	Business & Management									
6	Communications									
7	Computer & Information Sciences									
8	Education									
9	Engineering									
10	Fine and Applied Arts									
11	Foreign Languages									
12	Health Professions									
13	Home Economics									
14	Law									
15	Letters (English, Writing, etc.)									
16	Library Science									
17	Mathematics									
18	Military Science									
19	Physical and Natural Sciences									
20	Psychology									
21	Public Affairs and Services									
22	Social Sciences									
23	Theology									
24	Interdisciplinary Studies									
25	No Expressed Intent									
26	Total (Sum: Lines 1-25)									

Total Males (Line 26, Columns 3, 5, 7 and 9) and Total Females (Line 26, Columns 4, 6, 8 and 10) should be the same as reported on Table 4, Part C.

HEOP 2002-2003 FINAL REPORT

Institution Name:

TABLE 12: REMEDIAL, DEVELOPMENTAL AND SUPPORTIVE COURSES OFFERED TO OPPORTUNITY PROGRAM STUDENTS FOR SESSIONS COMPLETED JULY 1, 2002 AND JUNE 30, 2003

1. Course Title and Catalogue Number:

2. Type (Check only one):

Language Arts/ Writing ☐ | Science or Math ☐ | Reading ☐ | Study Skills ☐ | Other Course ☐

	Summer	Fall	Winter	Spring
3. Term(s) Offered				
4. Number of Sections Offered				
5. Number of HEOP Students				
a. Enrolled				
b. Completed				
6. Credits				
a. Credit Hours				
b. Credit Equivalents				
7. Method of Financing (Complete a, b, c OR d)				
a. Flat Charge	$	$	$	$
b. Per Credit Charge	$	$	$	$
c. Charge Per Course	$	$	$	$
d. Salary of Instructor (Total Salary)	$	$	$	$

HEOP 2002-2003 FINAL REPORT

Institution Name:

TABLE 13: SUMMARY OF REMEDIAL, DEVELOPMENTAL AND SUPPORTIVE COURSES OFFERED TO OPPORTUNITY PROGRAM STUDENTS, 2002-2003

INSTRUCTIONS: In the tables below, summarize the individual course sheets prepared for Table 12 and report the number of sections offered, number of opportunity program students enrolled and the number of opportunity program students who completed each course by type of course checked. To complete Part A: Summer 2002, take all the course sheets from Table 12 which pertain to the summer term and summarize item 4 (number of sections offered), item 5A (program students enrolled) and item 5B (program students completed) and report them on lines 1 through 3 by type of course checked (item 2). Follow the same procedure to complete Part B: Academic Year 2002-2003 by summarizing the same items on the course sheets for Fall 2002, Winter 2002-2003 or Spring 2003.

PART A: SUMMER 2002

Line No. (1)	Number of: (2)	Type of Course: Language Arts/Writing (3)	Science or Math (4)	Reading (5)	Study Skills (6)	Other Courses (7)
1	Sections Offered					
2	Students Enrolled					
3	Students Completing					

PART B: ACADEMIC YEAR 2002-2003

Line No. (1)	Number of: (2)	Type of Course: Language Arts/Writing (3)	Science or Math (4)	Reading (5)	Study Skills (6)	Other Courses (7)
1	Sections Offered					
2	Students Enrolled					
3	Students Completing					

Institution Name:

TABLE 14: CALCULATION OF OPPORTUNITY PROGRAM FULL-TIME EQUIVALENT (FTE), 2002-2003

When completing this table, use definitions of each session as listed below:

Prefreshman Summer Program - DO NOT REPORT ON THIS TABLE

Regular Sessions - All Academic Year sessions operated in the fall, winter and spring plus: summer sessions operated by Rochester Institute of Technology, and Syracuse University Continuing Education.

Summer Continuing Sessions - Summer sessions funded by HEOP, which operated between July 1, 2002 and August 31, 2002 including approved and funded continuing students attending summer sessions not included in the above regular sessions.
(This does not include the students attending the Prefreshman Summer Program who should not be reported on this table.)

In lines 1-4, columns 3 and 4, report the headcount and FTE of full-time opportunity program students attending the term. In columns 5 through 7, report the headcount of part-time opportunity program students attending the term, the number of hours attempted and the FTE of these students.

In lines 5-6, column 2, list the dates of any summer continuing sessions funded by HEOP. In columns 3 and 4, report the headcount and FTE of full-time opportunity program students attending the term. In columns 5 through 7, report the headcount of part-time opportunity program students attending the term, the number of hours attempted and the FTE of these students.

To calculate the FTE in column 4 for full-time students, divide the headcount (column 3) by 2 (except for Rochester Institute of Technology and Union College who divide by 3).

To calculate the FTE in column 7 for part-time students, divide the number of credit hours attempted (column 6) by 30 credits (except for Rochester Institute of Technology and Union College who divide by 36).

Column 8 equals the sum of columns 4 and 7. In line 7, column 8, enter the sum of column 8, lines 1-6.

Line No. (1)	Session (2)	FULL-TIME Headcount (3)	FULL-TIME FTE (Column 3 divided by 2)* (4)	PART-TIME Headcount (5)	PART-TIME Total Hours Attempted (6)	PART-TIME FTE (Column 6 divided by 30)* (7)	TOTAL FTE (Sum: Columns 4 and 7) (8)
Regular Sessions							
1	Summer, 2002						
2	Fall, 2002						
3	Winter, 2002-2003						
4	Spring, 2003						
Summer, Continuing (no PF)							
5							
6							
7	TOTAL FTE (Total Column 8, Lines 1-6)						

* Except Rochester Institute of Technology and Union College who divide by 3 for full-time and by 36 hours for part-time students.

HEOP 2002-2003 FINAL REPORT

Institution Name:

TABLE 15: SUMMER EXPENDITURE REPORT, JULY 1, 2002 THROUGH AUGUST 31, 2002

Student Category	Headcount	No. of Hours*	FTE
Continuing Students - PT			
Continuing Students* - FT			
Prefreshmen			
Total			

Summer Expenditure Category	Line No.	HEOP (1)	Institution (2)	Other Sources (3)	Total (4)
Professional Personnel	1				
Professional Personnel Employee Benefits	2				
Remedial, Developmental Tuition	3				
Student Assistants	4				
Student Assistants Employee Benefits	5				
Clerical & Secretarial Personnel	6				
Clerical & Secretarial Employee Benefits	7				
Consumable Supplies	8				
Equipment	9				
Travel	10				
Indirect Expenses**	11				
Contractual Services	12				
Supportive Services: TOTAL (Sum: Lines 1-12)	13				
Tuition and Fees: Continuing Students	14				
Tuition and Fees: Prefreshmen	15				
Maintenance: Continuing Students	16				
Maintenance: Prefreshmen	17				
Financial Aid: TOTAL (Sum: Lines 14-17)	18				
GRAND TOTAL (Sum: Lines 13 and 18)	19				

* Continuing students with 12 or more hours should be assigned 0.5 FTE.

** Maximum 20% of the institution's total matching funds.

HEOP 2002-2003 FINAL REPORT

Institution Name:

TABLE 16: Summer Personnel Roster, July 1, 2002 through August 31, 2002

PART A: Professional Personnel		Salary		No. Hrs. per Week	Salary Assignable to HEOP Project			
Title*	Name (1)	Rate**/Unit*** (2) / (3)	Period of Employment (4) *	HEOP/Non-HEOP (5) / (6)	From HEOP Funds (7)	From Institutional Funds (8)	From Other Sources (9)	Salary Assignable to Non-HEOP Functions (10)
* # of pay periods.								
TOTAL: Professional Personnel Salaries								
PART B: Student Assistants								
Number	Title*							
TOTAL: Student Assistants Salaries								
PART C: Clerical/Secretarial								
Title*	Name							
* # of pay periods.								
TOTAL: Clerical/Secretarial Salaries								

*Please abbreviate titles.

** Carry out rate to include cents. Also, show cents in salaries listed in columns 7, 8, 9, & 10. Round to the nearest whole dollar for page 15.

***Per hour, per week, etc.

Institution Name:

TABLE 17

Part A: **Tutoring and Counseling Services to Opportunity Program Students, Summer 2002**

Definitions--See Manual, Page14. Instructions--Use the definition of "tutor hours," "tutee hours," "counselor hours," and "counselee hours" listed in the Manual when completing the table. Use your institution's definition of freshman, sophomore, junior and senior, in determining level.

LINE NO.	LEVEL OF STUDENT (1)	NUMBER OF STUDENTS TUTORED (2)	NUMBER OF TUTOR HOURS		NUMBER OF TUTEE HOURS (5)	NUMBER OF STUDENTS COUNSELED (6)	NUMBER OF COUNSELOR HOURS		NUMBER OF COUNSELEE HOURS (9)
			PAID (3)	VOLUNTEER (4)			PAID (7)	VOLUNTEER (8)	
1	PREFRESHMAN								
2	FRESHMAN								
3	SOPHOMORE								
4	JUNIOR								
5	SENIOR								
6	TOTAL								

Part B: **Expenditures for Student Assistants, Summer** 2002

INSTRUCTIONS: In the table below report student assistants who worked with the HEOP program during the Summer 2002 term. For each category of student assistant (Lines 1 though 6) report the following: in Column 3, report the number of student assistants paid. In column 4, report the rate of pay (i.e., dollars per hour, per week, etc.). In column 5, report the total number of hours the student assistants worked in the summer. In Column 6, report the total cost for salaries. In Columns 7 through 9, distribute the total salary cost into the amount charged to HEOP funds (Column 7), institutional funds (Column 8), and other sources (Column 9).

LINE NO. (1)	Status of Student Assistants (2)	Student Assistants Paid (3)	Rate of Pay (4)	Total Number of Hours Worked (5)	Total Cost (6)	Cost in Dollars Charged to:		
						HEOP Funds (7)	Institutional Funds (8)	Other Sources (9)
1	Undergraduate Tutors							
2	Graduate Tutors							
3	Professional Tutors							
4	Tutor/Counselors							
5	Peer Counselors							
6	Other (Specify Title)							
7	Total (Sum: Lines 1-6)							

HEOP 2002-2003 FINAL REPORT

Institution Name:

TABLE 18: ACADEMIC YEAR EXPENDITURE REPORT, September 1, 2002 through June 30, 2003

Number of Students (AY FTE)	

Academic Year Expenditure Category	Line No.	HEOP (1)	INSTITUTION (2)	OTHER SOURCES (3)	TOTAL (4)
Professional Personnel	1				
Professional Personnel Employee Benefits	2				
Remedial, Developmental Tuition	3				
Student Assistants	4				
Student Assistants Employee Benefits	5				
Clerical and Secretarial Personnel	6				
Clerical and Secretarial Employee Benefits	7				
Consumable Supplies	8				
Equipment	9				
Travel	10				
Indirect Expenses*	11				
Contractual Services	12				
Supportive Services: TOTAL (Sum: Lines 1-12)	13				
Regular Tuition and Fees	14				
Maintenance	15				
Financial Aid: TOTAL (Sum: Lines 14 and 15)	16				
GRAND TOTAL (Sum: Lines 13 and 16)	17				

*Maximum 20% of the institution's total matching funds.

HEOP 2002-2003 FINAL REPORT

Institution Name:

TABLE 19: Academic Year Personnel Roster, September 1, 2002 through June 30, 2003

PART A: Professional Personnel		Salary		No. Hrs. per Week	Salary Assignable to HEOP Project			Salary Assignable to Non-HEOP Functions
Title*	Name (1)	Rate**/Unit*** (2) / (3)	Period of Employment (4)*	HEOP/Non-HEOP (5) / (6)	From HEOP Funds (7)	From Institutional Funds (8)	From Other Sources (9)	(10)
* # of pay periods								
TOTAL: Professional Personnel Salaries								
PART B: Student Assistants								
Number	Title*							
TOTAL: Student Assistants Salaries								
PART C: Clerical/Secretarial								
Title*	Name							
* # of pay periods								
TOTAL: Clerical/Secretarial Salaries								

*Please abbreviate titles.

** Carry out rate to include cents. Also, show cents in salaries listed in columns 7, 8, 9, & 10. Round to the nearest whole dollar for page 18.

***Per hour, per week, etc.

Institution Name:

TABLE 20

Part A: **Tutoring and Counseling Services to Opportunity Program Students, Academic Year 2002-2003**

Definitions--See Manual, Page 16. Instructions--Use the definition of "tutor hours," "tutee hours," "counselor hours," and "counselee hours" listed in the Manual when completing the table. Use your institution's definition of freshman, sophomore, junior and senior in determining level.

LINE NO.	LEVEL OF STUDENT (1)	NUMBER OF STUDENTS TUTORED (2)	NUMBER OF TUTOR HOURS		NUMBER OF TUTEE HOURS (5)	NUMBER OF STUDENTS COUNSELED (6)	NUMBER OF COUNSELOR HOURS		NUMBER OF COUNSELEE HOURS (9)
			PAID (3)	VOLUNTEER (4)			PAID (7)	VOLUNTEER (8)	
1	FRESHMAN								
2	SOPHOMORE								
3	JUNIOR								
4	SENIOR								
5	TOTAL								

INSTRUCTIONS: In the table below report student assistants who worked with the HEOP program during the 2002-2003 Academic Year. For each category of student assistant (Lines 1 though 5) report the following: in Column 3, report the number of student assistants paid. In column 4, report the rate of pay (i.e., dollars per hour, per week, etc.). In column 5, report the total number of hours the student assistants worked in the academic year. In Column 6, report the total cost for salaries. In Columns 7 through 9, distribute the total salary cost into the amount charged to HEOP funds (Column 7), institutional funds (Column 8), and other sources (Column 9).

PART B: **Expenditures for Student Assistants - Academic Year 2002-2003**

LINE NO. (1)	Status of Student Assistants (2)	Student Assistants Paid (3)	Rate of Pay (4)	Total Number of Hours Worked (5)	Total Cost (6)	Cost in Dollars Charged to:		
						HEOP Funds (7)	Institutional Funds (8)	Other Sources (9)
1	Undergraduate Tutors							
2	Graduate Tutors							
3	Professional Tutors							
4	Tutor/Counselors							
5	Peer Counselors							
6	Other (Specify Title)							
7	Total (Sum: Lines 1-6)							

HEOP 2002-2003 FINAL REPORT

Institution Name:

TABLE 21: DESCRIPTION OF CONSUMABLES, EQUIPMENT, AND CONTRACTUAL SERVICES, 2002-2003

Part A: Consumable Supplies*

Line No.	Consumable Supplies (1)	Cost Per Unit (2)	Number of Units (3)	Dollar Amount Charged To: HEOP Funds (4)	Institutional Funds (5)	Other Sources (6)	Total Cost (7)
1	Summer (Total)						
2	Academic Year						
3							
4							
5	Total: Consumable Supplies - Summer						
6	Total: Consumable Supplies - Academic Year						

Part B: Equipment*

Line No.	Equipment (1)	Cost Per Unit (2)	Number of Units (3)	Dollar Amount Charged To: HEOP Funds** (4)	Institutional Funds (5)	Other Sources (6)	Total Cost (7)
1	Summer (Total)						
2	Academic Year						
3							
4							
5	Total: Equipment - Summer						
6	Total: Equipment - Academic Year						

Part C: Contractual Services*

Line No.	Name of Contractor & Position Title (1)	Rate of Pay (2)	Period of Time (3)	Dollar Amount Charged To: HEOP Funds (4)	Institutional Funds (5)	Other Sources (6)	Total Cost (7)
1	Summer (Total)						
2	Academic Year						
3							
4							
5	Total: Contractual Services - Summer						
6	Total: Contractual Services - Academic Year						

*If additional description of items in Part A, B or C is needed, please attach.

** Instructionally related only.

Institution Name:

TABLE 22: DISTRIBUTION OF FINANCIAL AID: 2002-2003 (Opportunity Program Students)

Line No. (1)	Source of Support (2)	Summer 2002		Academic Year 2002-2003	
		Headcount Number (3)	Amount of Financial Aid (4)	Headcount Number (5)	Amount of Financial Aid (6)
1	HEOP				
2	Institutional Funds: Direct Grant				
3	Waiver				
4	Loans				
5	Work				
6	Total Institutional Funds: (Sum: Lines 2-5)				
7	Other Sources: Federal Pell Grant				
8	Federal SEOG				
9	Federal Perkins				
10	Federal WSP				
11	VA				
12	VESID/OVR				
13	Other (Specify)				
14	Other (Specify)				
15	Other (Specify)				
16	TAP				
17	APTS				
18	Vietnam Vet. TA				
19	CSTEP				
20	Other Grants				
21	Federal Stafford				
22	Direct Loans				
23	Student/EFC				
24	TOTAL : Other Sources (Sum: Lines 7-23)				
25	GRAND TOTAL (Sum: Lines 1, 6 + 24)				

Signatures:

Project Director   Date

Financial Aid Officer   Date

Statement of Academic Eligibility

INSTITUTION____________________________

The Higher Education Opportunity Program is designed to serve students who are both educationally and economically disadvantaged. A disadvantaged student is an individual from a low income family who has high potential for successful collegiate experience but who, because of inadequate elementary and secondary education, has not acquired the verbal, mathematical, and full range of cognitive skills required for collegiate level work. Generally he is a student whose grades fall in the bottom half of his high school graduating class, who has not earned a Regents diploma, who is assigned to a high school which has a poor record for student achievement, or who has been tracked into a general, commercial, or vocational high school program.

Such a student will generally rank lower on such traditional measures of collegiate admissions at the SAT board scores, high school averages, and class standing. Institutions are encouraged to seek out educationally disadvantaged students as defined above who have the potential for success in college and to admit such students through the Higher Education Opportunity Program. It is the State Education Department's policy to encourage institutions to develop programs of study for such students which include strong components of remedial/ developmental education and adequate counseling support.

Regents Rules state that "the basic test of educational disadvantagement is non-admissibility by the college's normal admissions standards to the college in a matriculated status in a degree program." A further proof of HEOP academic eligibility is non-admissibility to the degree program for which application is made. It is presumed that economically "disadvantaged" students scoring over 580 on the SAT verbal examination or with high school averages above 85, or the equivalent, will generally receive high priority for "regular" admissions and in the competition for academic scholarships and other traditional forms of support. The procedure for selecting matriculants from the pool of eligibles is to be determined by the colleges and described fully in the proposal.

I hereby certify that all the students listed on the attached roster have enrolled in college for the first time since July 1, 2002 and meet the academic eligibility requirements reproduced above. I further certify that supporting documentation is on file at this campus for each case.

Chief Academic Officer's Name:____________________________

Title:____________________________

Signature:____________________________

Statement of Proof of Federal Pell and Tuition Assistance Program Application

INSTITUTION________________________________

Rules of the Regents require that:

"The student has filed an application for a basic educational opportunity (Federal Pell) grant with the appropriate agency of the Federal Government for the academic year in which benefits pursuant to Section 6451 of the Education Law are sought, provided that such student is eligible to receive such grant. Each institution which has entered into a contract pursuant to Section 6451 will maintain on file a photocopy of such student's completed grant application or the Student Aid Report (SAR) or a photocopy thereof, by no later than 45 days from the commencement of the academic term."

For students eligible for TAP, institutions are required to follow the procedures outlined above regarding Federal Pell grants to assure that students have applied to the Higher Education Services Corporation for awards under this program.

A copy of the Free Application for Federal Student Aid (FAFSA) and the TAP supplemental form are also acceptable proofs of filing for the respective entitlement programs, provided the appropriate items are checked on the form.

I hereby certify that all of the students listed on the rosters for Summer 2002 and the 2002-03 Academic Year have applied for Federal Pell grants and TAP. Acceptable proofs of application are on file at this institution.

HEOP Director____________________ Financial Aid Director____________________

Signature:____________________ Signature:____________________

HEOP 2002-2003 FINAL REPORT

Institution Name:

TABLE 25: ADDITIONAL INFORMATION

Please provide (by priority order) in this section any of the following:

1. Describe any special circumstances or aspects of your program,
2. Comment about any of the sections or numbers you have reported on previous pages,
3. Describe any special achievement by the students in your program, and/or
4. Describe any and all program accomplishments

N.B. The information provided here will be used to develop institutional accomplishments for the HEOP Annual Report that is sent to the Governor, Legislators, College Presidents and others.

Attach additional sheets as necessary

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Higher Education Opportunity Program
Albany, New York 12234

HIGHER EDUCATION OPPORTUNITY PROGRAM
OCTOBER 15, 2002 REPORT

Name of Institution: ____________________

Campus Name of Opportunity Program: ____________________

Mailing Address: ____________________

____

Name of Administering Officer: ____________________

Title: ____________________ **Telephone:** ______ / ______ / ______
(Area Code) / (Number) / (Ext.)

Date Report Submitted: ____________________

SIGNATURES

____
Director/Administering Officer

____
Chief Fiscal Officer/Controller

PLEASE RETURN TWO (2) COPIES TO:

New York State Education Department
Collegiate and Pre-Professional Programs Unit
Higher Education Opportunity Program (HEOP)
Room 1071, Education Building Addition
Albany, New York 12234

PLEASE SUBMIT A COMPLETED VOUCHER FORTY-FIVE (45) DAYS AFTER SUBMITTING THIS REPORT.

TABLE OF CONTENTS

NOTE: The table numbers in this report correspond to the same or similar tables which appear in the Final Report. To complete these tables, please refer to the instructions listed by table number in the "Higher Education Opportunity Program Instruction Manual."

HEOP October 15, 2002 Report

Institution Name:

TABLE 1: HEOP ROSTER

Page ____ of ____

Please indicate the term reported on this page: ☐ Summer 2002 ☐ Fall 2002

Last Name, First Initial List in Chronological Order by Date of Entry (1)	I.D. Number (2)	Date of First Entry Into ANY College (3)	TRANSFER ONLY Date of FIRST ENTRY Into Your Program (4)	Full-time (Check Mark) (5)	Part-time (Number of Hours Attempted) (6)	Students Leaving at the End of This Term (Check one) Graduate (7)	Other (8)
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐

Total Number of Students on This Page . . . . ☐

Total Number of Part-time Students on This Page *(Headcount)* . . ☐

Institution Name:

HEOP October 15, 2002 Report

TABLE 2: OPPORTUNITY PROGRAM RETENTION REPORT, 2002-03

Line No.	Term of First Entry Into College	Term of Attendance					
		Summer 2002			Fall 2002		
		Continuing	Readmits	Transfers	Continuing	Readmits	Transfers
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Before Fall 1996						
2	Fall 1996						
3	Winter 1996-97						
4	Spring 1997						
5	Summer 1997						
6	Fall 1997						
7	Winter 1997-98						
8	Spring 1998						
9	Summer 1998						
10	Fall 1998						
11	Winter 1998-99						
12	Spring 1999						
13	Summer 1999						
14	Fall 1999						
15	Winter 1999-2000						
16	Spring 2000						
17	Summer 2000						
18	Fall 2000						
19	Winter 2000-01						
20	Spring 2001						
21	Summer 2001						
22	Fall 2001						
23	Winter 2001-02						
24	Spring 2002						
25	Summer 2002						
26	Fall 2002						
27	Winter 2002-03						
28	Spring 2003						
29	**Total** (Sum: Lines 1-28)						

Page____ of____

HEOP October 15, 2002 Report

Institution Name:

TABLE 12: REMEDIAL, DEVELOPMENTAL AND SUPPORTIVE COURSES OFFERED TO OPPORTUNITY PROGRAM STUDENTS FOR SESSIONS COMPLETED BETWEEN JULY 1, 2002 AND AUGUST 31, 2002

(Fill out one sheet for each course offered)

1. Course Title and Catalogue Number:				
2. Type (Check only one):				
Language Arts/ Writing ______	Science or Math ______	Reading ______	Study Skills ______	Other Course ______
	Summer	Fall	Winter	Spring
3. Term(s) Offered				
4. Number of Sections Offered				
5. Number of HEOP Students				
a. Enrolled				
b. Completed				
6. Credits				
a. Credit Hours				
b. Credit Equivalents				
7. Method of Financing (Complete a, b, c OR d)				
a. Flat Charge	$	$	$	$
b. Per Credit Charge	$	$	$	$
c. Charge Per Course	$	$	$	$
d. Salary of Instructor (Total Salary)	$	$	$	$

Institution Name:

HEOP October 15, 2002 Report

TABLE 15: **Summer Expenditure Report, July 1, 2002 through August 31, 2002**

Student Category	Headcount	No. of Hours*	FTE
Continuing Students - PT			
Continuing Students* - FT			
Prefreshmen			
Total			

Summer Expenditure Category	Line No.	HEOP (1)	Institution (2)	Other Sources (3)	Total (4)
Professional Personnel	1				
Professional Personnel Employee Benefits	2				
Remedial, Developmental Tuition	3				
Student Assistants	4				
Student Assistants Employee Benefits	5				
Clerical & Secretarial Personnel	6				
Clerical & Secretarial Employee Benefits	7				
Consumable Supplies	8				
Equipment	9				
Travel	10				
Indirect Expenses**	11				
Contractual Services	12				
Supportive Services: TOTAL (Sum: Lines 1-12)	13				
Tuition and Fees: Continuing Students	14				
Tuition and Fees: Prefreshmen	15				
Maintenance: Continuing Students	16				
Maintenance: Prefreshmen	17				
Financial Aid: TOTAL (Sum: Lines 14-17)	18				
GRAND TOTAL (Sum: Lines 13 and 18)	19				

* Continuing students with 12 or more hours should be assigned 0.5 FTE.

** Maximum 20% of the institution's total matching funds.

Institution Name:

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TABLE 16: Summer Personnel Roster, July 1, 2002 through August 31, 2002

PART A: Professional Personnel		Salary		No. Hrs. per Week	Salary Assignable to HEOP Project			
Title*	Name (1)	Rate**/Unit*** (2) / (3)	Period of Employment (4) *	HEOP/Non-HEOP (5) / (6)	From HEOP Funds (7)	From Institutional Funds (8)	From Other Sources (9)	Salary Assignable to Non-HEOP Functions (10)
* # of pay periods:								
TOTAL: Professional Personnel Salaries								
PART B: Student Assistants								
Number	Title*							
TOTAL: Student Assistants Salaries								
PART C: Clerical/Secretarial								
Title*	Name							
* # of pay periods:								
TOTAL: Clerical/Secretarial Salaries								

*Please abbreviate titles.

** Carry out rate to include cents. Also, show cents in salaries listed in columns 7, 8, 9, & 10. Round to the nearest whole dollar for page 4.

***Per hour, per week, etc.

Institution Name:

TABLE 17

Part A: **Tutoring and Counseling Services to Opportunity Program Students, Summer 2002**

Definitions--See Manual page 14. Instructions--Use the definition of "tutor hours," "tutee hours," "counselor hours," and "counselee hours" listed in the Manual when completing the table. Use your institution's definition of freshman, sophomore, junior and senior in determining level.

LINE NO.	LEVEL OF STUDENT	NUMBER OF STUDENTS TUTORED	NUMBER OF TUTOR HOURS		NUMBER OF TUTEE HOURS	NUMBER OF STUDENTS COUNSELED	NUMBER OF COUNSELOR HOURS		NUMBER OF COUNSELEE HOURS
			PAID	VOLUNTEER			PAID	VOLUNTEER	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	PREFRESHMAN								
2	FRESHMAN								
3	SOPHOMORE								
4	JUNIOR								
5	SENIOR								
6	TOTAL								

Part B: **Expenditures for Student Assistants, Summer 2002**

INSTRUCTIONS: In the table below report student assistants who worked with the HEOP program during the Summer 2002 term. For each category of student assistant (Lines 1 though 5) report the following: in Column 3, report the number of student assistants paid. In column 4, report the rate of pay (i.e., dollars per hour, per week, etc.). In column 5, report the total number of hours for the Summer the student assistants worked. In Column 6, report the total cost for salaries. In Columns 7 through 9, distribute the total salary cost into the amount charged to HEOP funds (Column 7), institutional funds (Column 8), and other sources (Column 9).

LINE NO.	Status of Student Assistants	Student Assistants Paid	Rate of Pay	Total Number of Hours Worked	Total Cost	Cost in Dollars Charged To:		
						HEOP Funds	Institutional Funds	Other Sources
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Undergraduate Tutors							
2	Graduate Tutors							
3	Professional Tutors							
4	Tutors/Counselors							
5	Peer Counselors							
6	Total (Sum: Lines 1-5)							

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TABLE 21: **Description of Consumables, Equipment, and Contractual Services, Summer 2002**

Part A: Consumable Supplies*

Line No.	Consumable Supplies (1)	Cost Per Unit (2)	Number of Units (3)	Dollar Amount Charged To: HEOP Funds (4)	Institutional Funds (5)	Other Sources (6)	Total Cost (7)
1							
2							
3							
4							
5	Total Consumable Supplies:						

Part B: Equipment*

Line No.	Equipment (1)	Cost Per Unit (2)	Number of Units (3)	Dollar Amount Charged To: HEOP Funds** (4)	Institutional Funds (5)	Other Sources (6)	Total Cost (7)
1							
2							
3							
4							
5	Total Equipment:						

Part C: Contractual Services*

Line No.	Name of Contractor and Position Title (1)	Rate of Pay (2)	Period of Time (3)	Dollar Amount Charged To: HEOP Funds (4)	Institutional Funds (5)	Other Sources (6)	Total Cost (7)
1							
2							
3							
4							
5	Total Contractual Services:						

* If additional description of items in Part A, B, or C is needed, please attach additional pages.

** Instructionally related only.

HIGHER EDUCATION OPPORTUNITY PROGRAMS
New York State Education Department
ROSTER OF PROGRAMS AND PROJECT DIRECTORS

Acad. Level	Institution	Project Director	Telephone	Fax Number
4-yr AMJ	**Alfred University** Alfred, NY 14802	Nadine Shardlow SHARDLND@Alfred.edu	(607) 871-2283	(607) 871-3014
4-yr DW	**Bard College** Annandale-on-Hudson, NY 12504	Idahlia Stokas STOKAS@Bard.edu	(845) 758-7491	(845)758-7628
4-yr AMJ	**Barnard College** 11 Lehman, 3009 Broadway New York, NY 10027-6598	Francesca Cuevas-Cruz Fcuevasc@barnard.columbia.edu	(212) 854-3583	(212) 854-7491
4-yr AMJ	**Boricua College** 3755 Broadway New York, NY 10032	TBA	(212) 694-1000	(212) 694-1015 (Manhattan) (718)782-2050 (Brooklyn)
4-yr AMJ	**Canisius College of Buffalo** 2001 Main Street Buffalo, NY 14208-1098	Lilly Adams-Dudley ADAMSL@CANISIUS.edu	(585) 888-2575	(585) 888-3266
2-yr DW	**Cazenovia College** Cazenovia, NY 13035	Jesse Lott, Director Jlott@cazcollege.edu	(315) 655-7370	(315) 655-7398
4-yr AMJ	**Clarkson University** 316 Science Center Potsdam, NY 13699-5512	Susan Owen SPO@Clarkson.edu	(315) 268-7974	(315) 268-4409
4-yr DW	**Colgate University** Office of Undergraduate Studies Hamilton, NY 13346	Adrianne Morton (Acting) amorton@mail.colgate.edu	(315) 228-7375	(315) 228-7975
4-yr AMJ	**College of Aeronautics (The)** LaGuardia Airport 86-01 23rd Avenue Flushing, NY 11369	Abdel Haiber abdelh@aero.edu	(718) 429-6600 Ext 160	(718) 429-0256
4-yr DW	**College of Mount St. Vincent** Riverdale Avenue at 263rd Street Riverdale, NY 10471	Peter H. Knothe PKnothe@cmsv.edu	(718) 405-3275	(718) 405-3733
4-yr AMJ	**College of Saint Rose (The)** 432 Western Avenue Albany, NY 12203	Mary Fitzsimmons-Tschantret Fitzsimm@mail.strose.edu	(518) 454-5280	(518) 337-2329
4-yr AMJ	**Columbia Univ: Columbia College & School of Engineering & Applied Sciences** 530 SW MUDD, Mail Code 4747 New York, NY 10027	Sunday Coward SFCI5@Columbia.edu	(212) 854-7052	(212) 854-2458
4-yr AMJ	**Columbia Univ: School of General Studies** 2970 Broadway, Mail Code 4102 New York, NY 10027	Peter Awn (Acting) Pa259@columbia.edu	(212) 854-2766	(212) 854-6316
4-yr AMJ	**Cornell University** 227 Day Hall Ithaca, NY 14853	Ginia Anderson Gja1@cornell.edu	(607) 255-6384	(607) 254-2773
4-yr AMJ	**Daemen College** 4380 Main Street Amherst, NY 14226-3592	Beverly Weeks Bweeks@Daemen.edu	(585) 839-8249 or 839-8255	(585) 839-8516
4-yr DW	**Dowling College** Idle Hour Boulevard Oakdale, NY 11769	Anthony Nese Nesea@dowling.edu	(631) 244-3262 or 244-3263	(631) 589-6644

Acad. Level	Institution	Project Director	Telephone	Fax Number
4-yr AMJ	**D'Youville College** 320 Porter Avenue Buffalo, NY 14201-1084	Sr. Mary Brendan Connors Connorsm@dyc.edu	(585) 881-7775	(585) 881-7790
4-yr DW	**Five Towns College** 305 North Service Road Dix Hills, NY 11746	Susan Barr Sbarr@FTC.edu	(631) 656-2129 or 2128	(631) 424-7006
4-yr DW	**Fordham University-College at Lincoln Center** New York, NY 10023	Dr. Elena Lozano Vranich vranich@fordham.edu	(212) 636-6238 or 636-6235	(212) 636-7036
4-yr DW	**Fordham University-Rose Hill Campus** Freeman Hall, Room 102 Bronx, NY 10458	Stephie Mukherjee Bhowmick@fordham.edu	(718) 817-4205	(718) 817-2421
4-yr DW	**Hamilton College** Clinton, NY 13323	C. Christine Johnson Cjohnson@hamilton.edu	(315) 859-4399 or 859-4398	(315) 859-4632
4-yr DW	**Hobart & Wm Smith Colleges** Geneva, NY 14456	Pamela Thomas Pthomas@HWS.edu	(315) 781-3319	(315) 781-3888
4-yr AMJ	**Hofstra University** 113 Hofstra University Gallon Wing, room 132 Hempstead, NY 11550-1090	Cynthia Diaz-Wilson Noapzk@hofstra.edu	(516) 463-6982 or 463-6976	(516) 463-5139
4-yr AMJ	**Ithaca College** Danby Road Ithaca, NY 14850	Sue Van de Voorde Svandevoorde@Ithaca,edu	(607) 274-3381	(607) 274-1224
4-yr DW	**LeMoyne College** LeMoyne Heights Syracuse, NY 13214	Carl Thomas Thomasca@oak.lemoyne.edu	(315) 445-4190 or 445-4198	(315) 445-4540
4-yr AMJ	**Long Island University Brooklyn Campus** One University Plaza Brooklyn, NY 11201	Okarita Stevens/Diana Voelker Co-Directors Okarita.Stevens@liu.edu Diana.Voelker@liu.edu	(718) 488-1043	(718) 780-4054
4-yr AMJ	**Long Island University C.W. Post Campus** Brookville, NY 11548	William Clyde, Jr. Wclyde@liu.edu	(516) 299-2241 or 299-2397	(516) 299-2849
4-yr AMJ	**Long Island University Southampton Campus** Southampton, NY 11968	Al Gee, Director Al.Gee@southampton.liu.edu	(631) 287-8356	(631) 287-8357
4-yr DW	**Manhattan College** Academic Support Services/HEOP Manhattan College Parkway Riverdale, NY 10471-4098	Marilyn Carter Mcarter@manhattan.edu	(718) 862-8000 Ext 7958	(718) 862-7808 *let them know is for HEOP
4-yr DW	**Manhattanville College** 2900 Purchase St. Purchase, NY 10577	Amanda Vasquez VASQUEZA@mville.edu	(914) 694-2200	(914) 323-5225
4-yr DW	**Marist College** 82 North Road Poughkeepsie, NY 12601-1387	Iris Ruiz-Grech Iris.Ruiz-Grech@marist.edu	(845) 575-3204	(845) 575-3195
4-yr AMJ	**Marymount Manhattan College** 221 East 71st Street New York, NY 10021	James Scagliola Jscagliola@mmm.edu	(212) 517-0591 or (212) 517-0592	(212) 517-0413
4-yr DW	**Mercy College** 555 Broadway Dobbs Ferry, NY 10522	Larry Elcock Lelcock@MERCY.edu	(914) 674-7212 Bronx (718) 518-7710 Ex 4423	(914) 693-9455

Acad. Level	Institution	Project Director	Telephone	Fax Number
4-yr DW	**Molloy College** 1000 Hempstead Avenue Rockville Center, NY 11570-1199	Pamela Branham Pbranham@molloy.edu	(516) 678-5000 Ext 6241	(516) 678-7295
4-yr DW	**Mount Saint Mary College** 330 Powell Avenue Newburgh, NY 12550	Rosana Reyes reyes@msmc.edu	(845) 569-3245	(845) 562-6762
4-yr DW	**Nazareth College** 4245 East Avenue Rochester, NY 14618	Clemont Lynch Calynch@naz.edu	(585) 389-2513	(585) 586-2452
4-yr AMJ	**New School University** 66 Fifth Avenue New York, NY 10011	Keisha Davenport - Ramirez Davenpok@NewSchool.edu	(212) 229-8996	(212) 489-6355
4-yr AMJ	**New York Institute of Technology** **Metropolitan Center** 1855 Broadway New York, NY 10023	Hazel Campbell Hcampbel@iris.NYIT.edu	(212) 261-1545	(212) 489-6355
4-yr AMJ	**New York Institute of Technology** **Old Westbury Campus** Wheatley Road Old Westbury, NY 11568	Frank Rodriguez Frodrigu@iris.NYIT.edu	(516) 686-7574 or 686-7575 OW (516) 348-3039 CI	(516) 626-9004
4-yr AMJ	**New York University** Opportunities Programs 239 Greene Street New York, NY 10003-6674	Dr. Param Chawla Param.chawla@nyu.edu	(212) 998-5670	(212) 995-4193
4-yr AMJ	**Niagara University** P.O. Box 1916 Niagara University, NY 14109-1916	Constance Mathews-Banks Associate Director Cm@niagara.edu	(716) 286-8068	(716) 286-8753
4-yr DW	**Nyack College** Nyack, NY 10960	Dr. Joyce Simons Simonsj@nyack.edu	(845) 358-1710 Ext 560	(845) 353-6334
2-yr AMJ	**Paul Smith's College** P.O. Box 265 Paul Smiths, NY 12970-0265	Terrye Wilson Wilsont@paulsmiths.edu	(518) 327-6480	(518) 327-6369
4-yr DW	**Polytechnic University** 6 Metro tech. Center Brooklyn, NY 11201	Teresina Tam Ttam@duke.poly.edu	(718) 260-3031	(718) 260-3136
4-yr DW	**Pratt Institute** 200 Willoughby Avenue Brooklyn, NY 11205	Shawneece Bailey Acting Director Sbailey@pratt.edu	(718) 636-3783	(718) 636-3455
4-yr AMJ	**Rensselaer Polytechnic Institute** 110 Eighth Street Troy, NY 12181	Mark Smith Smithm@rpi.edu	(518) 276-6272	(518) 276-4034
4-yr DW	**Rochester Institute of Technology** One Lomb Memorial Drive Rochester, NY 14623	Linda Meyer Llmheo@.rit.edu	(585) 475-2221 or 475-6617	(585) 475-7350
4-yr AMJ	**Russell Sage College** 45 Ferry Street Troy, NY 12180	Sharon Robinson (Acting) parsot@sage.edu	(518) 244-2208	(518) 244-4598
2-yr AMJ	**Sage Junior College of Albany** 140 New Scotland Avenue Albany, NY 12208	Sharon Robinson (Acting) parsot@sage.edu	(518) 292-1764	(518) 292-1910
4-yr AMJ	**St. Bonaventure University** St. Bonaventure, NY 14778	Margaret T. Bryner MBRYNER@SBU.edu	(585) 375-2402 or (2208 Voice)	(585) 375-2677

Acad. Level	Institution	Project Director	Telephone	Fax Number
4-yr DW	**St. John Fisher College** 3690 East Avenue Rochester, NY 14618	Clarence Norman Norman@sjfc.edu	(585) 385-8036	(585) 385-8305
4-yr AMJ	**St. John's University** Grand Central & Utopia Parkway Jamaica, NY 11439	Anna Donnelly Donnelat@stjohns.edu	(718) 990-1371	(718) 990-5952
4-yr AMJ	**St. Lawrence University** Canton, NY 13617	William Short wshort@stlawu.edu	(315) 229-5580	(315) 229-7415
4-yr DW	**St. Thomas Aquinas College** Route 340 Sparkill, NY 10976	Peggy Brady-Amoon Pbradya@STAC.edu	(845) 398-4026	(845) 359-8136
4-yr AMJ	**Siena College** Loudonville, NY 12211	Carol Sandoval Sandoval@siena.edu	(518) 783-2335	(518) 786-5069
4-yr AMJ	**Skidmore College** Saratoga Springs, NY 12866-1632	Susan Layden, Director Slayden@skidmore.edu	(518) 580-5770	(518) 580-5781
4-yr DW	**Syracuse University** 111 Waverly Ave., Suite 230 Syracuse, NY 13244	JoAnn K. May Jamay@syr.edu	(315) 443-3867 or 443-4260	(315) 443-5020
4-yr DW	**Syracuse University Continuing Education** 700 University Ave. Syracuse, NY 13244-2530	Joey Tse Jttse@uc.syr.edu	(315) 443-3257	(315) 443-3806
4-yr AMJ	**Trocaire College** 360 Choate Avenue Buffalo, NY 14220-2094	Margaret BaBcock Babcockm@trocaire.edu	(716) 827-2476	(716) 828-6107
4-yr AMJ	**Union College** Schenectady, NY 12308	Gloria Taylor-Neal Taylorg@Union.edu	(518) 388-6115	(518) 388-6520
4-yr DW	**University of Rochester** 310 Morey Hall - RC Box 270445 Rochester, NY 14627-0445	Norman Burnett Nbbt@uhura.cc.rochester.edu	(585) 275-0651	(585) 473-6494
4-yr DW	**Utica College** Burrstone Road Utica, NY 13502-4892	Ms. Johnni Mahdi Jmahdi@utica.ucsu.edu	(315) 792-3209	(315) 792-3316
2-yr AMJ	**Villa Maria College of Buffalo** 240 Pine Ridge Road Buffalo, NY 14225-3999	Vanessa Lillard Lillard@villa.edu	(716) 961-1853 Ext 313/201	(716) 896-0705

Higher Education Opportunity Program

New York State Education Department
Roster of Program Staff

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