Our Mission:
The SEBS EOF staff are educators who work to facilitate the academic, personal and career growth of students to promote life-long learning and service to local and global communities. We exist to ensure access to quality higher education, especially for students who encounter economical and educational challenges.

I. PROGRAM STAFF AGREEMENT

In keeping with our mission, the program will facilitate EOF student academic success providing resources to promote student retention and graduation. Using a holistic approach to learning and a progressive network of programs and services, SEBS EOF works to:

- Develop student academic potential;
- Assist students in clarifying their academic and career goals;
- Promote student academic achievement;
- Support student persistence to graduation;
- Encourage student research activities;
- Facilitate student participation in advanced and professional studies;
- Assist students in accepting responsibility for their educational development; and
- Encourage students to perform service to the broader community.

Students are encouraged to take full advantage of program and university resources requesting additional assistance to supplement classroom instruction.

II. STUDENT AGREEMENT

The program will support EOF student obtainment of a bachelor’s degree from Rutgers University. Students receive personalized counseling and advisement to assist with exploring and resolving academic, financial, career, and personal concerns. It is up to students to take advantage of these opportunities and seek assistance. Students are expected to take the initiative, put in the hard work, and demonstrate persistence to achieving their desired goals.

To remain eligible for EOF funding, Rutgers SEBS EOF students are expected to:

- Attend and participate in **ALL** registered courses - on time with completed coursework;
- Successfully complete the SEBS EOF First-Year Seminar in Academic Skills courses (Fall and Spring);
- Attend EOF and University workshops, orientation programs and receptions as directed by SEBS EOF Counselor;
- Participate in tutoring sessions and/or study groups as assigned (all first-year students are required to attend at least one structured tutoring and/or study group session each semester);
- Declare a major by March 1st during the second semester of freshman year, or within three months of transferring into SEBS, notifying the EOF Office of any change of major thereafter;
- Meet satisfactory standards of academic progress (as noted by the Office of Financial Aid Academic Progress Policy);
- Keep the office abreast of all financial, academic and personal changes;
- Maintain full-time enrollment, the program does not award part-time grants;
- Complete degree requirements within the limits of funding eligibility (not to exceed 12 semesters of payments);
- Apply for graduation after completing the requirements for a baccalaureate degree (the program does not support minors and dual degree programs that extend time to degree completion)

Additionally, to remain eligible for EOF funding, students must adhere to the following S.P.H.E.R.E. Project Staff/Student Agreement. Every student is presented with this contract during the Summer Institute and transfer students are explained the tenets during their initial encounter with the office. Students should revisit the agreement with their SEBS EOF Counselor throughout their academic tenure at the university.

**S.P.H.E.R.E. PROJECT**

"Students Promoting Higher Education thru Relationships and Empowerment"

**STAFF/STUDENT AGREEMENT**

Share in the commitment to learning
Contribute to the EOF Family
Endorse honesty and integrity
   Actively communicate
Engage in community sharing
   Trust one another
Enjoy the college experience
   Believe in EOF
III. COMPLIANCE/FUNDING GUIDELINES

All student must:

- Have completed the FAFSA and met all requirements of HESAA, OSHE, and Rutgers
- Maintain full-time enrollment at all times (except summer session)
- Meet the Office of Financial Aid Academic Progress Guidelines
- Have declared an approved SEBS major
- Attend at least one SEBS EOF sponsored event each semester.

First-Year (Freshmen)
In addition to the requirements for ALL STUDENTS, first-year students must adhere to the policies below.

- Must meet with at least two SEBS academic departments to discuss majors
- Must have selected a SEBS major by the second semester
- Reside on the Cook Campus
- Must meet with assigned SEBS EOF counselor once per week during first year
- Attend weekly tutorial sessions as assigned or approved by the SEBS EOF Tutorial Coordinator
- Successfully complete the Seminar In Academic Skills and Critical Thinking courses
- Create a four year academic plan and submit to counselor for review

First-Year (Freshmen) NOT in Good Academic Standing
(CGPA and/or TGPA < 2.5; and/or conditional acceptance after summer program)

- Attend weekly tutorial sessions, as prescribed by counselor
- Prepare an academic success plan with SEBS EOF counselor
- Register for and attend the SEBS Probation Seminar – PASS course
- Maintain a weekly schedule using the time management grid and discuss with SEBS EOF counselor weekly
- Must meet with assigned SEBS EOF counselor once per week until cumulative GPA meets academic standing of a 2.0
- Provide SEBS EOF counselor with weekly academic updates – course grades and class attendance

Upper-Class Students
In addition to the requirements for ALL STUDENTS, upper-class students must adhere to the policies below.

- Revisit the four year plan with SEBS EOF counselor, to highlight any changes and make adjustments
- Students with term < 2.5 must meet with SEBS EOF counselor at least twice per month to monitor and facilitate GPA enhancement
- Students with term ≥ 2.5 must meet with SEBS EOF counselor at least once per month
Upper-Class Students NOT in Good Academic Standing
(on academic probation or academic warning – CGPA and/or TGPA < 2.0 or third-year with < 60 credits)

TGPA = Term GPA
CGPA = Cumulative GPA

- Must meet once a week with SEBS EOF counselor every semester until cumulative GPA meets academic standing of a 2.0
- Must be registered for and attend the SEBS EOF probation student seminar within the first semester of academic probation
- Must meet with SEBS EOF Counselor or the EOF Progress Towards Degree (PTD) Committee during the fall semester, to discuss degree status and map out a graduation plan for the next two years (revisiting the four year plan and making adjustments no later than November)

Transfer Students
In addition to the requirements for ALL STUDENTS, transfer students must adhere to the policies below.

- Must attend the transfer workshop within the first 2 weeks of the semester in which the transfer takes place
- Must be registered for and attend the SEBS EOF transfer student seminar within the first year of enrollment at SEBS
- Declared a SEBS approved major within the first month of transfer, and be registered for SEBS courses
- Work with SEBS EOF Counselor to identify campus offices and departments that will support timely graduation
- Must meet with SEBS EOF counselor twice per month minimally
- Must meet with SEBS EOF Counselor or the EOF Progress Towards Degree (PTD) Committee to discuss degree status and map out a graduation plan

Re-Enrolled/Readmitted Students
In addition to the requirements for ALL STUDENTS, re-enrolled/readmitted students must adhere to the policies below.

- Schedule an appointment, two weeks prior to the beginning of the semester of enrollment, to meet with the SEBS EOF Financial Aid Administrator to confirm attendance and discuss SEBS EOF compliance requirements
- Contact the Office of Financial Aid to verify receipt of all documentation to confirm EOF eligibility
- Meet with SEBS EOF counselor weekly throughout the first year of re-enrollment
- Must complete the Seminar in Academic Skills for Re-Enrolled students
- Attend weekly tutorial sessions as assigned or approved by the SEBS EOF Tutorial Coordinator
- Complete a graduation plan with SEBS EOF counselor for periodic review
- Maintain a weekly schedule using the time management grid and discuss with SEBS EOF counselor weekly
- Provide SEBS EOF counselor with weekly academic updates – course grades and class attendance Meet with SEBS EOF Counselor or the EOF Progress
Towards Degree (PTD) Committee to map out a graduation plan (use existing four year plan if appropriate)

**IV. Satisfactory Academic Progress (Credits)**

*Rutgers University Financial Aid Academic Progress*

*Undergraduate Credit Level Expectation*

<table>
<thead>
<tr>
<th>Academic Status Table</th>
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<tbody>
<tr>
<td>If Cumulative Credits Completed Equals</td>
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<tr>
<td>-------------------------</td>
</tr>
<tr>
<td>1-30</td>
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<tr>
<td>31-59</td>
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<td>60-89</td>
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<td>90 and over</td>
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**Determination of Eligibility:**

- The Office of Financial Aid measures Academic Progress at the end of the academic year (September – August).
- All terms of enrollment at Rutgers - including summer and winter sessions - are included in the measurement.
- Your entire academic record is included in the determination of Satisfactory Academic Progress, whether or not you received aid.
- Credits transferred in from another institution will be added to both the total attempted and completed credits.

Please visit the [Office of Financial Aid website](http://studentaid.rutgers.edu) for more specific eligibility requirements:

**Financial Aid Probation**

You may appeal for a probationary period of financial aid eligibility if you fall below the minimum credit completion rate and/or cumulative GPA. The appeal will require an academic plan constructed by your Department Advisor and approved by the EOF Assistant Dean/Director. The academic plan will ensure that you are able to meet Satisfactory Academic Progress standards by a specific point in time. If approved, your probation period will begin with your next semester of attendance, and you may continue to receive aid while on probation.

To begin the appeal process, complete an “Appeal for Financial Aid Probation” form, which you may obtain from [http://studentaid.rutgers.edu/forms](http://studentaid.rutgers.edu/forms). Prepare a statement explaining: (1) extenuating circumstance(s) that caused your completion rate and/or GPA deficiency; and (2) changes to your situation that will allow you to demonstrate
satisfactory academic progress going forward. Submit the form and statement to your Advisor within 30 days of receiving your Academic Progress ineligibility notice from the Office of Financial Aid.**

Taken from the Rutgers University Office of Financial Aid website: https://studentaid.rutgers.edu

While EOF students are eligible for no more than twelve (12) semesters of EOF payments, the S.E.B.S. EOF office has instituted the academic progress policy noted above to facilitate student’s graduation within a five (5) year time frame. The credit accumulation schedule below will ensure that students maintain satisfactory progress towards a degree within the allotted time period to limit incurring additional debt.

**Rutgers S.E.B.S. EOF Undergraduate Credit Accumulation Expectation**

<table>
<thead>
<tr>
<th>Number of Terms</th>
<th>5 Year Graduation for SEBS EOF</th>
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<tbody>
<tr>
<td>2nd</td>
<td>32</td>
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<tr>
<td>3rd</td>
<td>44</td>
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<tr>
<td>4th</td>
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<td>13th</td>
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V. COMPLIANCE REVIEW

The Program will review each student’s record at the end of each semester. Office visit forms will capture student visits and information regarding participation in program activities (this is why it’s imperative that students come into the office). It will be the student’s responsibility to ensure his/her compliance by completing the “Initial Office Visit Form” Green Sheet during their first office visit each semester. This document records student demographic data for the semester. This document is completed only once during a given semester, which supports recording of the student’s most recent contact information. Students must also complete the “Student Office Visit Record Form” White Sheet each time (s)he sees a counselor or uses office computers/equipment. **NOTE: Electronic communication (text, email, Facebook, etc.) does not satisfy the requirements for weekly office visits.**

Students who are not in compliance, with office visit and participation requirements, at the end of each term risk discontinuation of EOF grant funding and may have their EOF grant placed on hold for the upcoming semester. Students placed on hold will remain in
this status and may not receive a grant award until they become compliant. A meeting with the SEBS EOF administration will assist EOF grant restoration. Students may appeal their hold status through a meeting with their EOF Counselor and submission of a compliance appeal letter.

VI. NON-COMPLIANCE NOTIFICATION PROCEDURES

While every effort will be made to support student compliance, it is ultimately the student’s responsibility to manage his/hers actions. In the event students find themselves in jeopardy of non-compliance the following procedures will be followed.

A - Students in good academic standing who fail to comply with program guidelines:

1. Will receive written notification from the SEBS EOF counselor or the SEBS EOF administrator.
2. Will be required to meet with their SEBS EOF counselor to discuss the importance of following program guidelines. If there is no response to the notification within five (5) business days, a second notification regarding non-compliance and funding implications will be sent to the student, from the EOF Program Assistant Director and a conference with the EOF Assistant Director and EOF Assistant Dean/Director may be required. Students who do not respond to this notification will have their grants placed on Hold for the following semester. Students who fail to respond to the second notification will have their grant suspended during that semester and will be ineligible for EOF summer funding, participation in SEBS EOF summer programs, and scholarships awards.

B - Students on academic probation or academic warning and who fail to comply with compliance guidelines:

1. Will receive written notification from their SEBS EOF counselor or the SEBS EOF administrator.
2. Will be required to attend a conference with the EOF Assistant Director and EOF Assistant Dean/Director. Students who do not respond to this request for a meeting, will have their grants placed on Hold for the following semester and will be ineligible for EOF summer funding, participation in SEBS EOF summer programs, and scholarships awards.

Failure to meet the above conditions will result in the EOF grant being suspended with loss of additional aid that is contingent upon receipt of EOF funding, particularly TAG. Student reviews will take place at the end of each semester. Non-compliant students will be notified of the termination of EOF Grant via email and letters mailed to address provided in the university student database. As suspension of the grant will impact payment for the semester, students are warned that they will be responsible for any payments necessary to satisfy their term bill.
VII. APPEAL PROCESS

Students whose grants have been placed on hold or suspended may appeal for continuation of the grant by writing an appeal letter. Appeal letters are to be submitted to the EOF Assistant Director by January 15th (Spring Term) and June 15th (Fall Term). All appeals will be reviewed and voted upon by the SEBS EOF Academic and Program Review Committee with the student’s SEBS EOF counselor participating on the panel as a non-voting member. Appeal decisions are final. Students whose grants are continued upon appeal will have their names submitted to the Office of Financial Aid for award consideration AFTER all compliant students have been awarded, and provided funds are available.

VIII. GRANT REINSTATEMENT

Students whose grants have been suspended for non-compliance and have not submitted an appeal request will continue as non-funded* EOF students. Students who fall into this category may apply for grant reinstatement through the SEBS EOF Office (The Office of Financial Aid cannot reinstate EOF grants). In order to be approved for grant reinstatement, students must demonstrate that they have met compliance guidelines offering a letter of support from their counselor.

Students whose grants are reinstated will have their names submitted to the Office of Financial Aid for award reinstatement consideration AFTER all compliant students have been awarded, and provided funds are available.

*Non-funded students are those who have received EOF funding for at least one semester prior to losing their eligibility. These students must meet the same guidelines as funded students.