



# EOF Guidelines

To maintain good standing within the Educational Opportunity Fund (EOF) Program and remain eligible for continued funding, students are required to follow the established guidelines and fulfill their responsibilities. Non-compliance with these guidelines, as outlined by the State of New Jersey, may result in the forfeiture of your EOF grant award.

## Critical Guidelines

- **The EOF Grant is not an entitlement program.** The State of New Jersey has mandated and funded a set of core services designed to support students' success in college. All accepted applicants are required to sign an EOF Student Contract, committing to follow the program's guidelines.
- Students must maintain good academic standing as outlined in the BCC Catalog and academic regulations. Participation in the EOF program requires meeting satisfactory academic progress standards to remain eligible for the grant.
- All EOF students will have an "EOF Hold" on their record, which restricts course registration until cleared by their counselor. This process ensures students are enrolling in the appropriate courses to align with their academic and career objectives, enabling timely degree completion.
- Regular interaction with the EOF Office is a key component of the program. After acceptance, students must meet with their counselor before registering for each semester.
- If a student's cumulative GPA falls below a 2.5, they will be placed on an action plan and will remain on an Action Plan for the entirety of the semester.
- Additionally, all EOF students must attend at least three (3) EOF workshops each semester as part of their program participation.

## EOF Student Responsibilities

- Complete the Financial Aid Applications (FAFSA and NJFAMS) each school year and respond promptly to all follow-up requests.
- You must register, add/drop, or withdraw through your EOF Advisor! If the EOF office is not aware of changes in your schedule, this can negatively impact your award and/or participation in EOF. Changes in awards can potentially result in you having a balance.
- You are expected to meet with your EOF Advisor regularly and notify your advisor of any changes in appointments, class schedule or major as well as any life changes that impact your goals.
- Plan for each meeting with your EOF Advisor by preparing questions and being ready to communicate your needs to your advisor. Disclose and discuss any unsatisfactory academic performance and its implications with your advisor. After each advising session, follow through on actions identified including and connecting to campus services as needed to ensure success.
- Maintain academic progress as required by the College and the EOF Program.
- Students who fall below a grade of "C" in any course at the time of progress reports will be required to attend weekly tutoring in that subject through the remainder of the semester.
- Students are required to maintain a minimum of 2.5.
- Students who fail to maintain a 2.5 GPA or higher will be placed on an "Action Plan" and will remain on the plan until their GPA of a 2.5 is reinstated.
- Maintain full-time enrollment in the college as there are limited part-time grants.
- Attend class and comply with campus attendance.
- Check your email daily. This is Warren Community College's official source of communication.
- Keep personal contact information updated in school systems.
- Attend, at minimum, three EOF workshops each semester.
- Attend monthly "Community Meetings."
- Accept final responsibility for all decisions.