

2015-16 ACADEMIC YEAR ACT 101 PROGRAM ANNUAL REPORT GUIDELINES

I. OVERVIEW

This document contains the data collection and instructions for completing the annual statistical report for the Act 101 Program for Academic Year 2015-16. Minor changes have been made to the template from the previous year, including revised retention and student roster tabs. Additionally, on the financial aid tab, the collection of State Work-Study Program participation numbers and funding were removed. **Each institution must submit an annual report for its Act 101 Program by June 1, 2016.**

1. All programs will use the same reporting template for completing the information discussed in sections III, IV, and V, below. The completed template, Program Summary (II, below), and Certification Statement (VI, below) will be submitted to PHEAA via your My File Gateway mailbox.
 - a. For tables that request reporting by cohort, reporting will be only for members of the [full-time cohort](#).^{*} That is, each cohort member's enrollment status for his or her first year/Fall term of enrollment must be as a [full-time student](#).
 - b. Programs at four-year institutions that include students in sub-baccalaureate programs do not report sub-baccalaureate and baccalaureate students separately.
 - c. Programs at two-year institutions are to provide information for all items for which the information is available. See 2.b. below for when information is not available.
2. Reporting must clearly identify zero values versus missing data.
 - a. If the count for a value is zero, you must enter 0.
 - b. If the information for a value is missing, not available, or you believe it to be incorrect, you must enter -999 (minus 999). Blank items will require staff follow-up.
3. The top row of each tab of the reporting template will initially showcase the following message: *"Please select your Institution from the drop-down list on the General Information Tab."* Once you have selected your school from the drop-down list, your institution name will be visible on the top row of every tab and the [OE Code](#) will auto-populate.
4. Once you have selected your school from the drop-down list, PHEAA recommends that the template be completed in order, starting with the General Information tab and ending with the Student Roster tab.

II. PROGRAM SUMMARY

The Program Summary should include:

1. A brief description of the Program for the 2015-16 Academic Year's Fall and Spring semesters or Fall, Winter, and Spring quarters.
 - a. Program length - nine or 12 months
 - b. Number of full-time and part-time students served
 - c. List of the primary service elements of the program
 - d. Advisory Board

^{*}Terms in boldface appear in the [Glossary](#) at the end of this document.

The number of students served reported in this summary has two components – budgeted and actual [headcount](#). Each count should equal the student count your institution reports in the Student Information section – under the General Information tab.

Primary service elements should include the specific strategies and services that the institution uses to enhance opportunities for the [Act 101 students](#) to achieve their educational goals. These may include, among others, special academic or support courses, advising, tutoring, counseling services, and academic bridge programs.

Advisory Board information should include:

- The number of meetings
- Summary of Advisory Board activities and accomplishments

III. STUDENT INFORMATION

Provide student’s aggregate statistics using the attached Excel template and item-by-item instructions. Whenever possible, your institution’s [financial aid](#), registrar, or research/record office should record this information directly into the template.

The reporting template has seven sections on seven tabs, presented first in summary description and then in detail.

1. General Information
2. Academic Performance
3. Retention
4. Credential Completion
5. Financial Aid
6. Budget and Finances
7. Act 101 Student Roster

GENERAL INFORMATION (1ST TAB)

As previously mentioned in the Overview, you will see the following message at the top of the sheet: *“Please select your Institution from the drop-down list on the General Information Tab.”* Once you have selected your school from the drop-down list, your institution name will replace the message on this tab as well as the other six tabs.

Your school’s [OE Code](#) will auto-populate once you have selected your institution name from the drop-down list.

G-1: Enter the total [headcount](#) for budgeted students – those you include to meet the Program requirement of at least 50, but no more than 300 participants – through the Act 101 Program during the Academic Year.

G-2: Enter the total headcount for all students you actually served through the Act 101 Program during the Academic Year.

G-3: Enter the total headcount for all students who are veterans of the U.S. Armed Forces you served through the Act 101 Program during the Academic Year.

TABLE 1. ACADEMIC PERFORMANCE (2ND TAB)

This tab collects information comparing the academic performance of the total Act 101 population to that of all Pennsylvania-resident, credential-seeking undergraduates at your institution – for remedial and for college-level coursework.

A-1/A-8: The [headcount](#) of students taking at least one remedial course during the Academic Year.

A-2/A-9: The total number of remedial courses attempted by these students.

A-3/A-10: The total number of remedial courses completed by these students.

A-4/A-11: The overall grade-point average for students completing remedial courses, reported on a four-point scale, to two decimal places, e.g., 4.00, 2.67, etc.

A-5/A-12 through A-7/A-14: Report course-taking, completion, and grade-point averages for college-level coursework (not including remedial coursework).

TABLE 2. STUDENT RETENTION (3RD TAB)

This tab collects information on the Fall term to Fall term continuation of six sets of participants in the Act 101 Program.

The first set is the 2010 [full-time cohort](#). The report will show how many of these students were enrolled in Fall 2013, how many graduated or transferred out in 2013-14, how many were enrolled in Fall 2014, how many graduated or transferred out in 2014-15, and how many were enrolled in Fall 2015.

The second, third, fourth, and fifth sets are the 2011, 2012, 2013, and 2014 full-time cohorts.

The final set is the total number of students – full-time and part-time – who participated in the Act 101 Program for Fall 2014 and returned for Fall 2015.

R-1: Enrolled refers only to members of the 2010 full-time cohort. This field will auto-populate with the data that your institution provided in a prior year's report.

R-2: Graduated refers to any member of the 2010 full-time cohort who completed the requirements for and received a credential offered by the institution and then left the institution. This field will auto-populate with the data that your institution provided in a prior year's report.

R-3: Transferred Out refers only to members of the 2010 full-time cohort who left the institution without receiving a credential offered by the institution for the documented purposes of enrolling at another institution. This field will auto-populate with the data that your institution provided in a prior year's report.

R-4: Enrolled refers only to members of the 2010 full-time cohort. This field will auto-populate with the data that your institution provided in a prior year's report.

R-5 through R-36: Complete these items using the definitions of enrolled, graduated, and transferred above, but for the specified cohort or All Enrolled.

TABLE 3. ACADEMIC YEAR CREDENTIAL COMPLETION (4TH TAB)

This tab collects 2015-16 Academic Year credential-completion information for the most current and previous five [full-time cohorts](#).

CC-1: Enter the 2010 cohort count as of Fall 2015.

CC-2: Enter the number of students in the 2010 cohort who completed a certificate during the 2015-16 Academic Year, but continued enrollment for the purpose of completing one or more additional credentials.

CC-3: Enter the number of students in the 2010 cohort who completed a certificate during the 2015-16 Academic Year, but did not continue enrollment at your institution.

CC-4: Enter the number of students in the 2010 cohort who completed an Associate Degree during the 2015-16 Academic Year, but continued enrollment for the purpose of completing one or more additional credentials.

CC-5: Enter the number of students in the 2010 cohort who completed an Associate Degree during the 2015-16 Academic Year, but did not continue enrollment at your institution.

CC-6: Enter the number of students in the 2010 cohort who completed a Bachelor's Degree during the 2015-16 Academic Year, but continued enrollment for the purpose of completing one or more additional credentials.

CC-7: Enter the number of students in the 2010 cohort who completed a Bachelor's Degree during the 2015-16 Academic Year, but did not continue enrollment at your institution.

CC-8 through CC-14: Complete as you would for CC-1 through CC-7 for the 2011 cohort.

CC-15 through CC-21: Complete as you would for CC-1 through CC-7 for the 2012 cohort.

CC-22 through CC-28: Complete as you would for CC-1 through CC-7 for the 2013 cohort.

CC-29 through CC-35: Complete as you would for CC-1 through CC-7 for the 2014 cohort.

CC-36 through CC-42: Complete as you would for CC-1 through CC-7 for the 2015 cohort.

TABLE 4. FINANCIAL AID FOR THE 2015-16 ACADEMIC YEAR (5TH TAB)

This table collects [headcounts](#) and dollar values for 10 categories of student [financial aid](#) received by [Act 101 students](#) during the 2015-16 Academic Year. Do not include headcounts and dollar values from the summer periods.

F-1/F-11: Enter the headcount and dollar value of earnings by Act 101 students for the 2015-16 Academic Year from employment in the Federal Work-Study Program.

F-2/F-12: Enter the headcount and dollar value of earnings by Act 101 students for the 2015-16 Academic Year from employment in an on-campus job not covered under either the Federal or State Work-Study Programs.

F-3/F-13: Enter the headcount and dollar value of funds received by Act 101 students for the 2015-16 Academic Year from funds received through the federal Pell Grant Program.

F-4/F-14: Enter the headcount and dollar value of funds received by Act 101 students for the 2015-16 Academic Year from funds received through the Federal Supplemental Educational Opportunity Grant (FSEOG) Program.

F-5/F-15: Enter the headcount and dollar value of funds received by Act 101 students for the 2015-16 Academic Year from any form of grant, scholarship, or waiver received from your institution's resources.

F-6/F-16: Enter the headcount and dollar value of funds received by Act 101 students for the 2015-16 Academic Year from any form of grant, scholarship, or waiver received from private resources, not including those from your institution's resources.

F-7/F-17: Enter the headcount and dollar value of funds borrowed by Act 101 students for the 2015-16 Academic Year from any lender other than the federal Direct Loan, federal Direct Parental PLUS, Perkins, Federal Health Professions or other federal student loan programs.

F-8/F-18: Enter the headcount and dollar value of funds borrowed by Act 101 students for the 2015-16 Academic Year through the federal Direct Loan Program.

F-9/F-19: Enter the headcount and dollar value of funds borrowed for use by Act 101 students for the 2015-16 Academic Year through the federal Parental PLUS Loan Program.

F-10/F-20: Enter the headcount and dollar value of funds borrowed by Act 101 students for the 2015-16 Academic Year through the federal Perkins or other federal student loan programs.

IV. BUDGET AND FINANCES

TABLE 5. 2015-16 BUDGET AND FINANCES (6TH TAB)

This tab collects information on all costs to operate your institution's 2015-16 Act 101 Program, covering the 2015 Summer period and the 2015-16 Academic Year. Include 2015 Summer term costs even if they were previously reported in your 2014-15 year budget because they were incurred prior to July 1, 2015.

The Act 101 allocation (total amount) should equal your institution's share of the Commonwealth allocation for 2015-16. While Institution Funds should be at least 25 percent of your total program budget for renewal schools and at least 15 percent for new schools, please report all funds the institution contributed towards program operation costs.

Funding sources are coded A-D, with a separate place to indicate the use – or lack – of these funds for each identified purpose:

A = State Funds

B = Federal Funds

C = Private Donation

D = Other

Staff Salaries and Benefits

B-1 through B-6: Enter the number of Act 101 staff that are classified as Act 101 director, manager, tutors, counselors, instructors, and clerical staff.

B-7 through B-12: Enter the amount of your Act 101 Allocation used towards salaries and benefits of the Act 101 director, manager, tutors, counselors, instructors, and clerical staff.

B-13 through B-18: Enter the amount of Institution Funds used towards salaries and benefits of the Act 101 director, manager, tutors, counselors, instructors, and clerical staff.

B-19 through B-24: Enter the amount of Non-Institution Funds used towards salaries and benefits of the Act 101 director, manager, tutors, counselors, instructors, and clerical staff.

B-25 through B-30: Make an entry for each of the four options (A through D, described above) for *Sources of Non-Institution Funds* used towards salaries and benefits of the Act 101 director, manager, tutors, counselors, instructors, and clerical staff. Enter a Y in the column for each identified source of funds; enter an N in the columns that were not a source of funds.

Program Materials and Office Equipment

B-31 through B-34: Enter the amount of your Act 101 Allocation used towards educational materials, lending library, duplication and postage, and office supplies/equipment.

B-35 through B-38: Enter the amount of Institution Funds used towards educational materials, lending library, duplication and postage, and office supplies/equipment.

B-39 through B-42: Enter the amount of Non-Institution Funds used towards educational materials, lending library, duplication and postage, and office supplies/equipment.

B-43 through B-46: Make an entry for each of the four options (A through D, described above) for *Sources of Non-Institution Funds* used towards educational materials, lending library, duplication and postage, and office supplies/equipment. Enter a Y in the column for each identified source of funds; enter an N in the columns that were not a source of funds.

Student Costs

B-47/B-48: Enter the amount of your Act 101 Allocation used towards student events and educational travel.

B-49/B-50: Enter the amount of Institution Funds used towards student events and educational travel.

B-51/B-52: Enter the amount of Non-Institution Funds used towards student events and educational travel.

B-53/B-54: Make an entry for each of the four options (A through D, described above) for *Sources of Non-Institution Funds* used towards student events and educational travel. Enter a Y in the column for each identified source of funds; enter an N in the columns that were not a source of funds.

Miscellaneous

B-55 through B-58: Enter the amount of your Act 101 Allocation used towards your summer bridge program, advisory board meeting costs, business travel expenses, and Act 101 conference and workshop fees.

B-59 through B-62: Enter the amount of Institution Funds used towards your summer bridge program, advisory board meeting costs, business travel expenses, and Act 101 conference and workshop fees.

B-63 through B-66: Enter the amount of Non-Institution Funds used towards your summer bridge program, advisory board meeting costs, business travel expenses, and Act 101 conference and workshop fees.

B-67 through B-70: Make an entry for each of the four options (A through D, described above) for *Sources of Non-Institution Funds* used towards your summer bridge program, advisory board meeting costs, business travel expenses, and Act 101 conference and workshop fees. Enter a Y in the column for each identified source of funds; enter an N in the columns that were not a source of funds.

Other

B-71: Please attach a sheet with a list of other budget expenses that do not fit the specific expense categories.

B-72 through B-74: Enter the amount of your Act 101 Allocation, Institution Funds, and Non-Institution Funds used towards other expenses.

B-75: Make an entry for each of the four options (A through D, described above) for *Sources of Non-Institution Funds* used towards other expenses. Enter a Y in the column for each identified source of funds; enter an N in the columns that were not a source of funds.

Total

B-76: This is the total amount entered under Act 101 Allocation. It is calculated automatically. It should be equal to your institution's share of the Commonwealth allocation for 2015-16.

B-77: This is the total amount entered under Institution Funds. It is calculated automatically.

B-78: This is the total amount entered under Non-Institution Funds. It is calculated automatically.

B-79: These four options (A through D, described above), indicate all *Sources of Non-Institution Funds*. They are calculated automatically.

B-80: The Match Percentage is your total Institution Funds as a percentage of your total Act 101 program budget. It is calculated automatically. It must be at least 25 percent for renewal schools and at least 15 percent for new schools.

V. 2015-16 ACT 101 PROGRAM STUDENT ROSTER (7TH TAB)

For each active student that received an Act 101 Program service at your institution during the 2015-16 Academic Year, please provide the Social Security Number (nine digits, no spaces), last name, first name, and – if available – middle name.

VI. CERTIFICATION STATEMENT

A duly authorized representative and signatory of the institution must sign the Certification Statement Attachment, attesting that all program requirements set forth in program regulations and these Guidelines were met. This must be submitted in order for your Annual Report to be complete.

GLOSSARY

Act 101 Student – Once qualified, a student retains the designation of an Act 101 student and continues to receive program services until achieving the first Bachelor's Degree or other credential. However, for the purposes of this report, students are considered part of the Act 101 Program until they complete a credential during the last semester of enrollment, complete a credential but continue enrollment as an undergraduate student, or fail to enroll or refuse Act 101 services and therefore become inactive.

NOTE: Inactive students should still be included on the following tabs: Student Retention (3rd Tab) and Academic Year Credential Completion (4th Tab).

Financial Aid – For the purposes of this report, financial aid refers to those sources of funds available to students to meet attendance costs. These include grants, scholarships, waivers, and other forms of gift aid, loans (federally-funded and private), and those forms of employment identified in the template.

Full-time Student – A credential-seeking, Pennsylvania-resident undergraduate student attempting at least 12 semester credits per semester or the equivalent (12 or more quarter credits at a quarter school or 450 clock hours during a semester term/300 clock hours during a quarter term). For the purposes of this report, a part-time student is any credential-seeking, Pennsylvania-resident undergraduate student enrolled for the equivalent of at least six semester credits or the equivalent per semester but less than full-time.

Full-time Cohort – A cohort refers to those credential-seeking, Pennsylvania residents enrolling full-time as first-time undergraduates in your Act 101 Program. For each Academic Year, there is one cohort – those who enrolled full-time for the Fall semester. A student remains part of his or her initial cohort even if he or she moves between full- and part-time statuses, stops out and returns to the institution, or departs as a transfer or drop-out.

Headcount – Sum of part-time and full-time students. For this report, do not include any students for any reporting purposes who are not Pennsylvania-resident, credential-seeking undergraduates.

OE Code – More properly the OPEID code: the identification number used by the U.S. Department of Education to identify schools that are eligible to participate in Title IV federal financial aid programs. This is the six-digit institution code followed by the two-digit suffix for the branch or location – including the main campus – of the Act 101 Program for your institution.

Created in 1963 by the Pennsylvania General Assembly, the Pennsylvania Higher Education Assistance Agency (PHEAA) has evolved into one of the nation's leading student aid organizations. Today, PHEAA is a national provider of student financial aid services, serving millions of students and thousands of schools through its loan guaranty, loan servicing, grant administration, outreach, and other student aid programs.

PHEAA's earnings are used to support its public service mission and to pay its operating costs, including the administration of the Pennsylvania State Grant and other state-funded student aid programs. PHEAA continues to devote its energy, resources and imagination to developing innovative ways to ease the financial burden of higher education for students, families, schools, and taxpayers.

PHEAA conducts its student loan servicing activities nationally as FedLoan Servicing and American Education Services (AES). For more information, visit PHEAA.org.

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