

***REVISION OF THE GUIDELINES
FOR THE STRUCTURE AND OPERATION
OF THE SEEK PROGRAM
OF THE CITY UNIVERSITY OF NEW YORK***

JUNE 1994

Office of Academic Affairs

Office of Special Programs



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Section 1

Purposes and Objectives of the SEEK Program

The overall mission of the SEEK Program (Search for Education, Elevation and Knowledge), which is basic to the central mission of the City University, is to assist in providing equality of higher educational opportunity to students who otherwise would not have such access, so as to increase the level of education, social health, and vocational capability in our City and State.

In fulfilling this general mission, the SEEK Program has the following specific purposes and objectives:

1. to provide on each senior college campus* a permanent and structured program of special assistance to selected students who require and can utilize such assistance to overcome educational, economic and social disadvantage to achieve a quality college education and expand their social and career capabilities;
2. to provide, with special funding, a range of intensive supportive services, as provided for under the Higher Education Opportunity Act and as specified in these *Guidelines*, to aid each SEEK student to bridge as successfully and expeditiously as possible the gap between special remedial, developmental and compensatory courses and programs and the regular college curriculum;
3. to explore, develop, and demonstrate innovative educational techniques and processes for providing intensive remediation in basic skills and other supportive educational services aimed at enabling fundamentally capable students to overcome severe handicaps of educational under-preparation and other relevant disadvantages with the goal of achieving regular college status and obtaining a baccalaureate education. Applicable experimentation and demonstration--and implementation of findings--shall be facilitated by the leadership of the SEEK

* New York City Technical College is a technical college, but for the purpose of this document, it will be referred to as a senior college.

Program and by the University's top educational leadership.

4. to provide the appropriate supports of the SEEK Program to those College Discovery students who move forward into the senior colleges following the completion of associate degree programs; and
5. to encourage the faculty and administration of each senior college to accept the purposes set forth in these *Guidelines* as being among the central missions of the college.

Section 2

Definitions

A. The SEEK Program

The SEEK Program is to be considered and is hereby defined as one of the major programs of The City University and of each of its senior colleges. The SEEK Program is hereby defined as the totality of the University's activities and involvement with those students admitted as SEEK students, including the process of recruitment, selection, admission, orientation, remediation, advisement, counseling, financial aid, developmental and compensatory instruction, and regular instruction--from admission to graduation.

With final responsibility vested in the Chancellor and the Presidents, subject to the terms and provisions of these *Guidelines*, the college administrations, faculties, and staff, the campus SEEK departments, and the University's Office of Special Programs in the University's Office of Academic Affairs, shall each, as appropriate, be considered responsible and accountable for the operation and administration of the Program.

The special aspects and components of the SEEK Program shall consist of the following:

1. counseling and advisement services in the course of screening potential students;
2. special diagnostic testing, tutoring, counseling and advisement services for enrolled students;
3. intensive remediation in basic skills, developmental and compensatory courses and summer classes for such students;
4. necessary supplementary financial assistance, including the cost of books and necessary maintenance in accordance with criteria and guidelines promulgated by the University and approved by appropriate external authorities; and

5. administration, accounting, research, monitoring and evaluation services provided by the University's Office of Special Programs.

B. The SEEK Department

The SEEK Department is the academic and administrative unit on each senior college campus responsible for the operation and conduct of particular components of the SEEK Program, as specified in these *Guidelines*, and for monitoring the entire Program, as provided herein, in a manner to be specifically described in the Academic and Fiscal Accountability Plans of each college.

C. The SFEK Budget

The SEEK Budget is that portion of the University budget which consists of special funds provided under the terms of the State's Higher Education Opportunity Program Act and other externally provided funds earmarked for the special functions and purposes described in the Act and in other relevant local legislation. These consist of funds for counseling, tutoring, and student stipends.

D. Matriculation

1. All SEEK students must be matriculated from the time of their first enrollment.
2. Full-time matriculated students must satisfy the requirements of the Regents Regulations which state, "Full-time study...means enrollment for at least 12 semester hours a semester or the equivalent."
3. Under extenuating circumstances, SEEK students may obtain part-time status. Part-time status is granted for only one semester and extended only through a waiver granted by the Vice Chancellor for Academic Affairs or his/her designee. Students attending part-time must enroll for at least six semester hours or the equivalent per term, except for graduating seniors.

4. Full-Time Equivalent (FTE)

A Full-Time Equivalent is the standard academic measuring unit used to calculate enrollment. For these *Guidelines* the following statements apply:

- a. For full-time students enrolled in a full-time program during the academic year, the FTE is equivalent to the headcount.
- b. Students enrolled full-time must carry a minimum of 12 semester hours or the equivalent. However, if due to personal or family responsibilities a student has to register part-time for a particular term, the FTE for this student, registered in a full time program, will be calculated on an annual 30 credit hour basis.
- c. Students enrolled part-time must carry a minimum of six semester hours or the equivalent per term.

E. Developmental Education

The Developmental Education component of the SEEK Program shall be defined as those instructional activities designed to facilitate the development of basic skills and basic academic knowledge and disciplines required to build a bridge between pre-college capability and successful performance in college level academic course work. Remediation is to be defined as the phase focused on the acquisition of the basic skills in reading, writing, mathematics and speech. In developmental courses, primary emphasis shall be given to the development of comprehensive basic verbal, reading, writing and mathematical skills. Developmental Education may include, but need not be limited to, structured courses, workshops, seminars, and study labs, among other pedagogic approaches. Academic credit shall be given only to the extent that college level material is integrated into the courses, seminars, workshops, etc.

The total number of credits toward graduation to be awarded to any student for any number or combination of the above-defined courses shall not exceed twelve (12) credits.

F. Compensatory Courses

Compensatory courses are all non-remedial credit-bearing courses which have compensatory excess hours attached. Compensatory excess hours are all contact hours of a remedial nature in excess of course credit weight attached to a non-remedial course. For FTE computation, credits assigned to courses are counted as credits, and excess hours in compensatory courses are counted as equated credits.

G. Tutoring

Tutoring is the provision of supplementary instruction at all levels and in all types of courses for students requiring such assistance.

Tutoring shall be provided on a regular basis to students with deficiencies in skills or substantial lack of appropriate academic background for essential course work. Tutoring shall be provided by qualified tutors upon the recommendation of the regular teachers of the pertinent subject matter.

A tutor, to be considered qualified and eligible to participate in this Program, is defined as one with sensitivity to the special needs of disadvantaged students and certified by the chairperson of the appropriate department or by his/her designee(s) as qualified to tutor in the subject matter.

H. Counseling

Counseling is the provision of academic, personal, financial and other related services by professionally-trained personnel of counseling. Counseling shall be concentrated on the maximization of the academic possibilities, prospects and progress of the SEEK student.

I. Financial Aid

Student financial assistance is the provision of necessary financial support, to the extent possible, to enable the economically disadvantaged student to attend college. The

primary responsibility for the packaging and awarding of financial aid to SEEK students shall be vested in the college Financial Aid Office. The SEEK Department shall perform liaison, SEEK student advocacy, and shall coordinate functions with regard to the financial aid of individual students and the interpretation of policy.

Section 3

College Plans

Each senior college President shall annually submit to the Chancellor two college plans covering the SEEK Program for the ensuing year: a college Academic Plan and a College Fiscal Accountability Plan.

Among the major objectives of these required college plans are: to ensure that the common purposes of the Program are served and the achievements of each individual plan are rendered susceptible to reasonable monitoring; to encourage innovative educational approaches to the problems of the educationally disadvantaged; and to permit, within the framework of relevant law and these *Guidelines*, justified diversity and flexibility in organization and structure arising from the differences among the different colleges.

The plans shall contain a precise description of both administrative and academic management for the Program, in budgetary, personnel and management terms. The plans shall include provisions for the summer session offerings for pre-freshmen and continuing program students.

These college plans shall be in a form and contain such detailed elements as shall be outlined by the Chancellor.

The preparation of these college plans shall be the direct responsibility of the President. The plans shall be submitted in accordance with a timetable provided by the Chancellor through the Vice Chancellor for Academic Affairs.

The two plans are to cover the following subjects:

1. The college Academic Plan shall cover the provision of all components of the SEEK Program as defined in these *Guidelines*, along with both regular and special instruction (including summer sessions), and shall reflect the provisions of the HEOP Act, State Budget requirements, and the requirements of these *Guidelines*.

2. The college Fiscal Accountability Plan shall describe the projected system at the college for receiving, disbursing, and reporting on the use of SEEK funds in accordance with legal requirements, State budget and audit requirements, and the requirements of these *Guidelines*.

The Chancellor through the Office of the Vice Chancellor for Academic Affairs may accept or require modifications in each of these college plans, based on legal requirements, the requirements of external authorities, or the requirements of these *Guidelines*.

College plans, upon approval by the Chancellor, shall be reported to the Board Committee on Student Affairs and Special Programs and the Board Committee on Academic Affairs through the *General Plan*.

Section 4

The Academic Plan

As prescribed in content and form by the Chancellor, each senior college President shall submit to the Chancellor, through the Vice Chancellor for Academic Affairs, an Academic Plan that contains the elements outlined in these *Guidelines*. The Plan shall include provision for the summer session offerings referred to in these *Guidelines*.

Since the prime objective of the *Guidelines* is to promote the improvement of educational outcomes for SEEK students, it is required that each Academic Plan approved by the Chancellor shall contain a description not only of the special courses to be offered but also a statement of their articulation with relevant regular college course offerings and a specification of all programmatic services defined in these *Guidelines*, such as compensatory education and tutoring and the mode of their offering and availability.

In summary, the Plan shall: (1) detail the specific academic goals of the particular SEEK Program at the college, and the means to be used to achieve these goals; (2) outline the overall curricular approach or approaches to be utilized; (3) describe the educational content of the Program; and (4) contain provision for a sufficient number of quantifiable indicators of student achievement to facilitate reasonable evaluation.

The Plan shall cover a five year program plus two summer sessions for each student as individually required, with the first year focused on intensive remediation in basic skills, subject to modification in individual cases based upon progress achieved in acquiring the necessary basic skills, as determined by testing or otherwise.

A description of remedial, developmental, and compensatory course offerings provided for SEEK students shall be included in the Plan.

A description of the SEEK Summer Program Component of the University Skills Immersion Program and any other special summer school offerings in basic skills and in developmental and compensatory courses and programs shall also be included in the Plan.

The Plan shall provide for the availability of tutoring and counseling into the third, fourth and fifth years.

The Plan shall include provisions for the monitoring of compulsory attendance by SEEK students in SEEK courses and classes, as required by these *Guidelines*.

The Plan may include proposals for experimentally structured deviations from these *Guidelines*. Any such proposed deviations shall be clearly identified, described in detail, and defined as experimental in nature, with the length of the experimental period specified. Each such proposal shall also contain provision for suitable evaluation mechanisms and an adequate description of the expected results of the experimental deviation or program innovation in question.

The Plan, by use of the University's Skills Assessment Program, shall identify improvement in the academic capabilities and achievements of SEEK students. Such academic progress indicators shall be used for the evaluation of programmatic success on each campus.

The Plan shall contain provision for monitoring the academic aspects of the Program by the SEEK Director, as appropriate, as well as by pertinent academic and administrative authorities.

The Plan shall be subject to review, approval, as well as subsequent monitoring, and evaluation by the Chancellor through the Office of the Vice Chancellor for Academic Affairs.

Section 5

Fiscal Accountability Plan

As specified in content and form by the Chancellor, each senior college President shall submit to the Chancellor a Fiscal Accountability Plan containing the elements outlined in these *Guidelines*.

The Fiscal Accountability Plan shall describe the projected pattern of expenditures for the college SEEK Program, including the projected percentage of SEEK Program and college funds to be allocated to each of the support services and the projected means of tracking such expenditures. The projected pattern of expenditures of SEEK and non-SEEK funds shall include, but not be limited to:

- . academic credit instructional costs;
- . other instructional costs;
- . remediation;
- . counseling;
- . supplemental financial assistance;
- . research and evaluation;
- . administrative costs;
- . tutoring; and
- . SEEK Summer Program Component of the University Skills Immersion Program and the SEEK Component of the Intersession Program costs.

If it is proposed that SEEK and other college program activities be combined in particular

courses or programs, the Plan shall specify the exact extent, for funding purposes, of the participation of SEEK students, faculty or staff in the combined activities. The Plan shall include information on projected exchanges of SEEK funds and/or services provided by SEEK-funded staff. Any exchange of funds and/or services must be in consultation with and approval of the Vice Chancellor for Academic Affairs or his/her designee and the SEEK Program Director.

The Plan shall be applicable to a five year program plus two summer sessions.

The Plan shall contain provision for monitoring the fiscal aspects of the Program by the SEEK Director, as appropriate, as well as by pertinent fiscal and administrative authorities.

The Plan shall be subject to review and approval, as well as to subsequent monitoring and evaluation, by the Chancellor through the Office of the Vice Chancellor for Budget, Finance and Informational Systems, and the Vice Chancellor for Academic Affairs.

Section 6

Monitoring, Reporting and Evaluation

It shall be the President's responsibility in each college to monitor the implementation, application, and enforcement of these *Guidelines*, and of that college's approved Academic Plan and Fiscal Accountability Plan. S/he shall take whatever steps are necessary to fulfill this responsibility, including such delegations of responsibility s/he deems necessary, and submit reports on same to the Chancellor, the Board Committee on Student Affairs and Special Programs and the Board Committee on Academic Affairs as part of the periodic reports referred to below.

The SEEK Director shall be generally responsible for monitoring and reporting to the President, from the perspective of the SEEK Department, on the implementation of these *Guidelines*, and specifically on the academic progress of all SEEK students and their receipt of all College and SEEK funded services for which the students are eligible. The Academic Plan, along with the Fiscal Accountability Plan, shall specify the means whereby these monitoring responsibilities are to be discharged.

The results of such monitoring shall be reported to the Chancellor, who shall periodically forward such reports to the Board Committee on Student Affairs and Special Programs and the Board Committee on Academic Affairs. It shall be the responsibility of the Vice Chancellor for Academic Affairs, at the direction of the Chancellor, to see that the necessary reporting and monitoring are carried out on each campus.

These reports shall focus on the implementation of the Academic Plan and the Fiscal Accountability Plan. They may also include data required for inclusion in the State mandated annual Final Report, including, but not limited to: (a) credit accumulation; (b) grade point averages; (c) rate of movement of SEEK students into the second, third, fourth and possible fifth year of their programs; and (d) rate of disbursement of SEEK funds in the various functional categories.

The President shall include a personal statement about the progress of the local program relative to the goals of the University-wide program.

Section 7

Structure and Administration at the Campus Level

A. Components of the Program

There shall be a SEEK Program at each senior college. The Program, which shall be the overall responsibility of the President, faculty and staff of the college, shall include the following components as authorized under the Higher Education Opportunity Program Act:

1. intensive remediation and preparation for college level work through remedial, developmental and compensatory courses and through summer and intersession classes;
2. special tutoring, counseling and advisement services;
3. financial aid in accordance with criteria and guidelines promulgated by the University, subject to approval by the appropriate external authorities;
4. program administration; and
5. program research and evaluation.

With respect to the instructional component of the Program, it is the intent of these *Guidelines* that each involved college provide a clearly defined, specifically described, integrated, sequential curriculum designed to develop the basic skills of SEEK students and progressively initiate these students in and prepare them for successful regular college level academic work. Intensive remedial and developmental instruction shall constitute the essence of such an integrated curriculum and is to be accorded the highest priority. The college shall place major emphasis on accelerating the movement of newly enrolled SEEK students towards initiating and pursuing studies within the regular college curriculum. Compulsory attendance is mandated for SEEK students in all remedial, developmental and compensatory courses for which they are registered.

B. SEEK Department - Responsibilities

As part of the Program, each senior college shall establish a SEEK Department which shall be responsible for providing the following academic and supportive services:

1. remedial and developmental instruction in reading, writing, speech and English and the SEEK Summer Program Component of the University Skills Immersion Program and the SEEK Component of the Intersession Program (Remedial and developmental instruction in mathematics shall be provided by the mathematics department.);
2. comprehensive tutoring that is coordinated with intensive remedial and developmental instruction;
3. academic advisement and financial and personal counseling; and
4. liaison and coordination with the college Financial Aid Office regarding financial aid services for SEEK students.

As part of the college Academic Plan, the President may propose departures from the above assignments of responsibilities, permitting specified remedial and developmental courses in reading, writing, speech, and English to be provided by academic departments, and in the case of mathematics, by the SEEK Department, or jointly by two or more departments including the SEEK Department. Any such proposal shall describe in detail the extent, nature and purpose of the proposed departure from the above assignments, and shall include provision for testing and/or demonstrating the efficacy thereof. All remedial and developmental courses included in such proposals shall be developed by special joint curricular committees drawn from both the SEEK Department and the relevant department(s). Any proposed departure shall be subject to the approval of the Chancellor prior to its institution.

C. SEEK Department-Personnel and Organization

The SEEK Department shall be a department of the college. All persons appointed as SEEK counselors or for teaching courses offered by the SEEK Department shall be appointed upon the recommendation of this department in accordance with established procedures of the college.

The Personnel and Budget Committee of the department shall be elected in accordance with the governance plan of the college; however, all those persons who hold faculty rank or status shall be eligible to vote. The majority of the P and B Committee shall be persons who hold tenure or certificates of continuous employment. The Chairperson of the Department shall be the Chairperson of the Committee.

With respect to appointment, reappointment, promotion, or tenure and certificate of continuous employment, instructional and counseling staff of the SEEK Department, like all other University personnel, continue to be subject to University provisions for classroom observation (where appropriate), student evaluation (if appropriate) and annual evaluation.

D. SEEK Director

The Director of the SEEK Program in each senior college shall also be the Chairperson of the SEEK Department (or of whatever department configuration of which the SEEK Department, as defined in these *Guidelines*, is a part). S/he shall be recommended for appointment by the President to a professorial level title, subject to the by-laws and procedures of the Board of Trustees of The City University of New York. The Vice Chancellor for Academic Affairs shall report on this recommendation for appointment to the Board Committee on Academic Affairs and the Board Committee on Student Affairs and Special Programs.

Such functions which the President may assign to the SEEK Director, in addition to those primary functions specified in these *Guidelines*, shall be germane and related to

these primary functions and shall be covered in the Academic Plan as well as, from a fiscal viewpoint, in the Fiscal Accountability Plan. In addition to the responsibility for administering the functions and services vested in the SEEK Department, the Director shall also be responsible, under the President, in accordance with the Academic Plan, for monitoring all SEEK funding, the support programs provided by other departments, and for the advocacy and representation of SEEK students from admission to graduation.

In recommending the appointment of a SEEK Director to the Board for its approval, the President shall utilize the services of a screening committee, appointed by him/her, at least two-thirds of whose members shall be from the SEEK Department, including students, to submit a minimum of three names for his/her consideration.

E. Counselors and Counseling

Counselors shall be appointed and employed in the SEEK Department. At such a ratio of counselors to students as is funded by the State, the counselors shall provide professional counseling in academic, financial, vocational and personal matters to SEEK students, with the major objective of furthering the student's academic possibilities, prospects and progress. Counselors shall conduct and maintain liaison with classroom instructors in and out of the SEEK Department and shall be responsible for monitoring student progress and to the extent possible, class attendance, and for maintaining the records thereof. A precise register of contacts between students and counselors is to be maintained in the SEEK Department. The Academic Plan may provide the same or similar encouragement--and sanctions--for student participation in counseling sessions as for class attendance.

F. **Compensatory Courses in Academic Departments**

As part of the SEEK Program on each senior college campus, compensatory courses for SEEK students may be offered by the regular academic departments of the college. All persons hired for the purposes of teaching such courses or assigned to teach such courses shall be hired and/or assigned by the appropriate academic department, in consultation with the Director of the SEEK Program, and shall be employed in the appropriate academic departments.

Special capability for teaching disadvantaged students shall be one of the criteria for such hiring or assignment. In connection with such compensatory instruction, special tutors shall be hired by the SEEK Department, upon the certification of the tutor by pertinent academic departments.

The academic departments are to be required to offer the compensatory courses described in the college Academic Plan.

G. **Faculty Designations and Appointments: Guideline Exceptions**

In colleges in which remedial courses are proposed to be taught by faculty employed and appointed in the academic departments in accordance with approved Academic Plans which depart from *Guideline* assignments of responsibilities, the designation of faculty to teach such courses, and the appointment and reappointment of such faculty, shall be made in consultation with the SEEK Director. If, after consultation, the SEEK Director elects to enter a formal objection to a particular designation or appointment or reappointment, the designation, or the personnel action in question shall be reviewed by the President who shall have before him the relevant documentation. In cases in which faculty employed and appointed in the SEEK Department are designated to teach courses which depart from the *Guideline* assignments of responsibilities, the chairpersons of the pertinent academic departments shall be analogously consulted in regard to such designations or personnel actions, with the same entitlement to file with the President a formal objection to such designation or personnel action.

H. Faculty Evaluation and Review

Faculty designated to teach developmental courses and employed in the SEEK Department shall be evaluated by the SEEK Department, but also reviewed, separately, by the pertinent academic department, with the academic department report being submitted both to the SEEK Department and to the Dean of Faculty. Faculty who are so designated, or appointed and employed in an academic department shall be evaluated by the appropriate academic department, but also reviewed, separately, by the SEEK Department, with the SEEK Department report being submitted both to the appropriate academic department and to the Dean of Faculty. Mathematics faculty designated to teach remedial courses and faculty assigned to teach compensatory courses shall be evaluated and reviewed in accordance with the same process.

The reviews by both the SEEK Department and the academic department shall include reference to teaching effectiveness and sensitivity to the learning patterns of disadvantaged students and reference to the academic content and substance taught.

I. Transfer of Personnel

Each member of the SEEK classroom teaching faculty whose position is transferred to an academic department or each member of an academic department faculty whose position is transferred to the SEEK Department, under the terms of or as a result of these *Guidelines*, or any other teaching faculty transfer effected under the terms of or as a result of these *Guidelines*, shall be transferred in the same rank and tenure or CCE status as held in the previous department. Participation in the governance of the department to which the individual is transferred shall be on the same basis as the members of that department. Any other personnel transferred from the SEEK Department to another department or to any analogous division under the terms of or as a result of these *Guidelines* shall be similarly protected in present rank and standing.

The notifications of reappointment, non-reappointment, tenure or CCE shall be binding on the receiving department.

J. Faculty Qualifications

All faculty in the SEEK Program shall have those qualifications or professional achievement and training required of faculty members in the rank of lecturer (full-time), instructor, assistant professor, associate professor and professor, and appointed through the regular channels of the college or the university.

K. Tutoring

Provision for a structured tutoring program shall be a key element of every campus SEEK Program and a detailed description thereof, including provision for orientation and training, shall be part of each college Academic Plan.

As specified in these *Guidelines*, a tutor must be certified as a qualified tutor by the chairperson of the appropriate department, or his/her designee(s), based on the tutor's knowledge of the subject matter, discipline and sensitivity to the special academic needs of disadvantaged students.

With respect to tutoring services offered to SEEK students by the SEEK Department, tutors shall be hired, supervised and monitored by the SEEK Department. Precise records shall be maintained by the SEEK Department of the tutoring services provided, and periodic evaluations of the results of such services shall be conducted.

With respect to tutoring services offered to SEEK students by the other Departments, tutors shall be hired by the SEEK Department upon recommendation and certification of the pertinent academic department.

Tutors shall be supervised and monitored by the academic department, in consultation with the SEEK Department, and precise records of the tutoring services provided shall be maintained. Periodic evaluations of the results of such services shall be conducted.

L. Research and Data Collection

Subject to appropriate funding, each campus SEEK Program shall establish a research and data unit, housed in the SEEK Department, which, under the SEEK Director, shall, among its assigned functions, be available to provide the data and research requirements of the University's Office of Special Programs. If funding for a campus SEEK research and data unit is unavailable from the University or the colleges, the SEEK Director, with the cooperation and support of other offices of the college, will be responsible for collecting the data for the SEEK Campus Annual Report, the Academic and Fiscal Plans, and the *General Plan* of the Office of Special Programs.

Section 8

Structure and Administration at the University Level

A. Board of Trustees and Board Committee on Student Affairs and Special Programs.

The Board of Trustees is ultimately responsible for the policies, programs, personnel, and funding allocations of the SEEK Program, subject to: (a) State and local law; (b) the regulations and requirements of the Regents and the State Department of Education; and (c) the requirements of State and City Budget Offices.

The Office of Special Programs has been incorporated into the Office of Academic Affairs. The Vice Chancellor for Academic Affairs will report on Special Programs to both the University's Board Committee on Student Affairs and Special Programs and the Board Committee on Academic Affairs. However, the Board Committee on Student Affairs and Special Programs is responsible, at the Board's direction, for considering and making recommendations to the Board on all policy matters for the SEEK Program, under the terms of these *Guidelines* and the By-laws, resolutions, and policy statements of the Board.

B. Chancellor

The Chancellor is responsible for the administration and operation of the SEEK Program through the Presidents, faculties, and staff of the colleges, and in particular, for the central coordination of the Program, including the allocation and monitoring of SEEK funding under the direction of the Vice Chancellor for Academic Affairs.

C. Vice Chancellor for Academic Affairs

The Vice Chancellor for Academic Affairs shall be responsible, under the direction of the Chancellor, for the central coordination of the SEEK Program and for the discharge of such responsibilities of the Office of Special Programs as are specified in these *Guidelines* and assigned to him/her by the Chancellor.

The central coordination of SEEK academic and personnel matters, budget matters, and non-academic personnel matters shall be effected under the direction of the Vice Chancellor for Academic Affairs, in coordination and collaboration with appropriate University administrative offices; i.e., the Office of Student Affairs, the Office of Budget, Finance and Informational Systems, and the Office of Faculty and Staff Relations.

D. University Dean for Academic Affairs

The University Dean for Academic Affairs is responsible for assuring the quality of the SEEK Program and its consistency with the mission of the University, the campuses, and the New York State Higher Educational Opportunity Act. The University Dean is also responsible for the oversight of the Office of Special Programs and the SEEK Programs at the ten senior colleges. Oversight includes monitoring, reporting, research and advisement on the practices, procedures and policies affecting the programs.

E. Director of Office of Special Programs

The Director of the Office of Special Programs, under the oversight and direction of the University Dean for Academic Affairs, shall be responsible for the oversight, direction and functioning of the Office of Special Programs, and for the discharge of such functions as are vested in the Office of Special Programs by these *Guidelines* or by the direction of the Chancellor and/or the Vice Chancellor for Academic Affairs.

F. Office of Special Programs

The Office of Special Programs shall be part of the Office of the Vice Chancellor for Academic Affairs and shall report to the Chancellor through him or her. The Office of Special Programs shall be responsible for:

1. the coordination, compilation, and preparation of the SEEK *General Plan*, the SEEK Final Report, and such other reports as are required by the Chancellor, the Board, and by external authorities;

2. the coordination of the monitoring, reporting and evaluation process set forth in these *Guidelines*;
3. the initiation and conduct of research and evaluation of the SEEK Program directed at programmatic improvements; the coordination of campus research and data collection units, in consultation and coordination with the University's Office of Institutional Research under the direction of the Chancellor; and the promotion of the exchange of information on research and development activities with and among the individual campuses;
4. the provision of assistance in program planning and development as a continuous effort aimed at enhancing program quality;
5. the promotion and conduct of University-wide training for SEEK administrators and faculties; and
6. other functions, duties, responsibilities and activities as may be assigned to it by the Chancellor and/or the Vice Chancellor for Academic Affairs.

G. SEEK Budget

The SEEK Budget, as prepared for submission to funding authorities, shall be developed by the Office of Academic Affairs, in consultation with the Presidents, and through them, with the campus SEEK Directors, and submitted to the Office of Budget, Finance and Information Services as part of the University budget request process. Thereafter, any reallocation, modification or reduction of funds based on short-falls from the requested budget shall be determined by the Chancellor through the Office of Academic Affairs and Office of Budget, Finance and Information Services with the individual campuses. Such allocations, modifications or retrenchments shall be in conformity with the purposes and criteria set forth in these *Guidelines* and in consideration of the Fiscal Accountability Plan for the college in question.

H. Research and Development

Leadership in research and development in basic skills and compensatory education for underprepared and disadvantaged students shall constitute a major responsibility of the Chancellor's Office and of the leadership of the SEEK Program, both in the University's Office of Special Programs and on campuses. To this end, funding should be provided for professional research and evaluation staff and consultants, as needed, to work in the University's Office of Special Programs and at the individual campus programs as deemed appropriate in collaboration with the University's Office of Institutional Research and Analysis to: assemble and analyze campus-collected and centrally-collected data, conduct special studies, and help develop student progress criteria which shall be sensitive to the complex backgrounds and needs of SEEK students, but based on "hard" data, capable of utilization as progress indicators for SEEK and other disadvantaged students, applicable to such students individually and in the aggregate.

Section 9

Student Eligibility

The SEEK Program is designed to serve the student who is both educationally and economically disadvantaged. A disadvantaged student is an individual from a low income family with potential for a successful higher education experience but who has not acquired all of the basic academic skills required to successfully compete in a higher education environment. Generally, a student who is eligible for the Program has not earned a Regents diploma, is from a high school which has a poor record for academically preparing students, has been tracked or scheduled into a general high school program, has earned a New York State approved General Equivalency Diploma, has been out of high school for a number of years, or ranks low on traditional measures of college admissions criteria, such as high school average and class standing.

Eligibility requirements for admission into the SEEK Program must comply with the requirements of State law and regulations issued by the State Department of Education. The Regents require that students be both economically and academically disadvantaged. The Regents define economic disadvantage, and the Board of Trustees of The City University of New York defines academic disadvantage.

A. General Requirements

A student eligible for benefits under the SEEK Program must meet all of the following criteria:

1. be both economically and educationally disadvantaged according to criteria in Section 9, parts B and C;
2. be a high school graduate or have a New York State approved General Equivalency Diploma or its equivalent;

3. has not previously attended a college or university, except in the case of students enrolled in the State University of New York's Educational Opportunity Program (EOP), or the independent colleges' Higher Education Opportunity Program (HEOP), or veterans who have earned no more than 18 credits of college level work prior to entrance into the service (except for USAF and service connected University of Maryland credits); and
4. is a resident of New York State according to the criteria promulgated by the Higher Education Services Corporation.

B. Academic Eligibility Criteria for First-time Students

Criteria for first-time freshmen include:

1. Non-admissibility. New York State Regents Rules state that "the basic test of educational disadvantage is non-admissibility by the college's normal admissions standards to the college at the matriculated status in a degree program." Further proof of academic eligibility is non-admissibility to a degree program for which application is made, i.e., a student is an applicant to a program which the Chancellor has identified as a program with highly competitive admissions standards, but the student lacks a high school sequence in mathematics and science or other specific subject matter normally required for such a program;
2. The student has received a New York State approved General Equivalency Diploma;
3. The student has earned a college admissions average of less than 80 percent or a rank in his/her class in the 65th or lower percentile;
4. The student has earned a college admissions average of 80 or above or a rank in class above the 65th percentile, but has received extensive remedial assistance in high school so that, in accordance with procedures established

by the Chancellor, the student is determined to have need for the range of support services available to students in the SEEK Program.

C. Economic Eligibility Criteria for First-time Students

For purposes of determining economic eligibility, a student must meet the economic eligibility criteria established by the New York State Commissioner of Education. The economic eligibility criteria apply to the calendar year prior to the academic year of the student's first entry to college.

Section 10

Student Financial Aid

1. Upon admission, all SEEK students must meet the economic eligibility criteria as established by the Commissioner of Education. First semester SEEK students may be permitted to register prior to the verification of his/her economic eligibility, if the student has complied with all requests to submit economic verification documents. If, upon receipt and analysis of economic verification documents the student is deemed not to be economically eligible to participate in the program, the student shall be so notified and removed from the SEEK Program rolls. The student is not allowed to receive SEEK funds during this provisional period. The established economic criteria will apply to students at the time of admission into the SEEK Program. If the student's economic status improves in subsequent years, then an appropriate adjustment in the amount of SEEK financial assistance shall be made to reflect the change in the student's need. However, his/her entitlement to receive other supportive services offered by the Program shall not be affected.
2. The Rules of the Regents require that, in order to receive SEEK funds and other supportive services, a SEEK student must file:
 - a. an application for a basic educational opportunity grant (Pell Grant) with the appropriate agency of the Federal Government for the academic year in which benefits are sought;
 - b. an application for TAP or STAP with the Higher Education Services Corporation.

Each college, through its College Financial Aid Office, shall be responsible for insuring that all SEEK students file for these forms of aid in accordance with the Rules of the Regents and the *Guidelines* established by the University and approved by the State Division of the Budget.

3. In order to be eligible for SEEK financial aid and other supportive services, all SEEK students must be full-time students. Full-time status shall be defined as a minimum course load of at least twelve (12) credit/contact hours, or its equivalent. However, if due to personal or family responsibilities, a student has to register part-time for a particular term, that student must receive approval to do so from the Program Director. Part-time status is granted for only one semester and extended only through a waiver granted by the Vice Chancellor for Academic Affairs or his/her designee. A student will be allowed to receive financial aid on a part-time basis if s/he meets the economic eligibility criteria for it. A student is eligible for STAP if his/her minimum full-time course load (i.e., twelve (12) credits/hours) includes 50% or six (6) hours of non-credit remedial, developmental or compensatory coursework. For the purpose of TAP eligibility, a full-time SEEK student is a student enrolled for at least twelve (12) credits or a combination of credits and equivalent contact hours, three (3) of which must be credit bearing in the first semester of State supported TAP study, and six (6) credit hours in the second and subsequent semesters of State supported TAP study.
4. Each student who registers as a full-time student is expected to maintain a minimum course load of twelve (12) credits or equated credits, per semester including remedial, developmental and compensatory courses. However, a student may be granted permission during the semester to drop courses with no change to his/her stipend level, provided that:
 - a. such a drop is recommended by his/her counselor;
 - b. the recommendation is reviewed by the Financial Aid Office and approved by the SEEK Director;
 - c. proper authorization is kept on file; and
 - d. the number of credit/contact hours does not drop below (9) credit/contact hour.

Full-time students on academic probation will retain the full financial aid and academic supportive services of the Program. Students who are placed on "academic probation

with a part-time course load" will retain the full academic supportive services of the Program. This student will be allowed to receive financial aid on a part-time basis if s/he meets the economic criteria for it. Furthermore, a graduating student, whose degree requirements would be met with less than the minimum course load requirements may be permitted to register for only those courses that are required for graduation. That student will also retain the full academic supportive services of the Program.

Section 11

Period of Student Funding Eligibility

1. Four-year baccalaureate program: A student is allowed ten (10) semesters of opportunity program financial aid eligibility and two college summer sessions plus the SEEK Summer Program Component of the University Skills Immersion Program and intersessions for completion of a four year baccalaureate degree program.
2. Five-year baccalaureate program: A student is allowed twelve (12) semesters or the equivalent of opportunity program eligibility in a registered five-year baccalaureate program and two college summer sessions plus the SEEK Summer Program Component of the University Skills Immersion Program and intersessions for completion of a five year baccalaureate degree program.
3. When a SEEK student has utilized the State financial assistance program of STAP during his/her career, that student would be entitled to one or two additional semesters of SEEK financial aid support.
4. When a SEEK student has not been a STAP recipient but will be graduating upon completion of the 11th semester, that student would be eligible for an additional semester of SEEK financial aid support (the 11th semester).
5. Requests for exemptions for individuals who do not fall into categories 1, 2 or 3 may be submitted to the Vice Chancellor for Academic Affairs or his/her designee.

Section 12

Retention Standards

Students in the SEEK Program shall be subject to the retention standards of the college in which they are enrolled.

The standard probationary period for all SEEK Program students shall be a maximum of two (2) consecutive semesters. Students who fail to achieve the required standards after the probationary period shall be dropped from the Program. The regular academic appeals procedure of each college shall continue to consider individual cases and, taking into account the recommendation of the SEEK Director, to grant exceptions as warranted.

The maximum length of time for a leave of absence shall not exceed three (3) consecutive semesters. Where special circumstances warrant, requests for exceptions, along with appropriate justification, shall be transmitted by the SEEK Director to the University's Office of Special Programs for appropriate approval.

Section 13

Student Attendance

Attendance by SEEK students in remedial, developmental and compensatory courses is to be considered compulsory for those students enrolled in such courses. University policy requires compulsory attendance of all students enrolled in remedial, developmental and compensatory courses.

Section 14

SEEK Student Rights and Responsibilities

Students in the SEEK Program are recognized as matriculated, full and equal members of the student body of the college at which they are enrolled, and are entitled to all the rights and privileges, as well as subject to all the obligations, of students at the college and, as SEEK students, to special services and also special obligations.

Subject to the provisions of these *Guidelines*, the additional entitlements and responsibilities of SEEK students are listed (but are not limited) as follows:

1. access to SEEK counseling and other support services throughout their career as SEEK students;
2. access to SEEK funded tutoring on an as-needed basis in relation to all of the students' course work at the college, whether lower division or upper division;
3. access to financial support, including State special program funding, on an individual as-needed basis;
4. compulsory full-time attendance in all basic skills, developmental and compensatory courses in which they are enrolled.

Section 15

Financial Aid Administration

The principal objective of student financial assistance is to provide the necessary financial support, to the extent possible, to enable the economically disadvantaged student to attend college. The college Financial Aid Office shall be responsible for the processing, awarding and overseeing of all financial aid for SEEK students. The supervision of all financial aid to SEEK students shall be vested in the Financial Aid Office, in consultation with the SEEK Director or his/her designee.

The College Financial Aid Director shall be responsible for the packaging and awarding of financial aid to SEEK students, in accordance with the guidelines and criteria established by the University and the funding authorities. The Financial Aid Director shall also be responsible for verifying SEEK student economic eligibility for the purpose of making financial aid awards and for admission into the SEEK Program.

Appointments of SEEK Financial Aid Officers to work on the packaging and documentation of financial aid awards for SEEK students shall be made by the SEEK Director in consultation with the Financial Aid Director. For personnel purposes, all SEEK Financial Aid Officers shall be considered members of the SEEK Department. SEEK Financial Aid Officers shall report to and work under the direction of the Director of Financial Aid, but shall be responsible to the SEEK Director. They shall work in such places as may be assigned by the Financial Aid Director; however, their primary duty shall be to serve SEEK students. To provide the necessary service to SEEK Program students, a SEEK Financial Aid Officer shall be designated as Coordinator of SEEK Financial Aid at each campus.

The SEEK Coordinator of Financial Aid shall function as liaison within the College Financial Aid Office and assist individual SEEK students with their financial problems; s/he shall serve as advocate for individual students on an as-needed basis with the Financial Aid Office and with other available sources of financial support.

The SEEK Coordinator of Financial Aid shall report to and be responsible to the SEEK Director. S/he shall be trained by the University's Office of Special Programs and the University

Student Financial Aid Office on the financial aid process and sources of financial assistance.

The Director of Financial Aid shall prepare a written statement setting forth his/her assessment of the work of the SEEK Coordinator and Financial Aid Officers. This assessment shall be sent to the SEEK Director. The SEEK Director shall incorporate the views of the Director of Financial Aid in his/her annual evaluation of the SEEK Coordinator and Financial Aid Officers.

All personnel action recommendations affecting the SEEK Financial Aid Officers will be initiated by the Director of the SEEK Program.

An evaluation of the Financial Aid Director and his/her office, from the perspective of the services provided to SEEK students, shall be made annually by the SEEK Director and filed with the Financial Aid Director and the President.

Section 16

Annual General Plan and Annual Final Report

As required by the Higher Education Opportunity Act and the regulations of the Board of Regents, the University shall develop and submit to the State authorities an annual *General Plan* and an annual Final Report covering the organization, development, coordination, and operation of the SEEK Program. The *General Plan* and Final Report shall include such information and data as may be required.

The University's Office of Special Programs shall be responsible for the coordination, compilation and final preparation of the annual SEEK *General Plan* and the annual Final Report for submission to the State authorities, subject to approval by the Chancellor and the Board of Trustees.

It shall be each President's responsibility to insure the timely submission of campus information and data required for the *General Plan* and Final Report.

