



To: Senior Public Institution Presidents/Chancellors, County College Presidents
From: Stefani Thachik, Senior Advisor, NJ OSHE
Date: September 20, 2023
Subject: Reminder: Application for Second Cohort for Statewide Partnership with ReUp to Serve ‘Some College, No Degree’ Students

In Fiscal Year 2023, the State launched an innovative partnership with ReUp and an initial cohort of NJ colleges and universities as part of the foundational work for the statewide ‘Some College, No Degree’ (SCND) initiative. Based on the success of the [initial year](#), OSHE is continuing the statewide partnership with ReUp for Fiscal Year 2024 and is looking to identify six additional public institutions of higher education interested and ready to engage prospective some college, no degree students for targeted outreach and re-enrollment supports. State funding will be utilized to support this second cohort of institutions.

Eligible institutions for the FY2024 second cohort include NJ public two- and four-year institutions of higher education. Institutions already part of the first cohort from FY2023 do not need to reapply. Eligible institutions interested in participating must submit an application, inclusive of a letter of intent acknowledging their commitment to support the partnership and meet project timelines and requirements. Institutions should only submit one application per institution. The application was previously shared with eligible institutions on September 12, 2023 and a template is provided below (Word version available upon request). Final decisions for participation will be made based on considerations to ensure sector and geographic diversity.

Please return the application, inclusive of the letter of intent, by email to Stefani.Thachik@oshe.nj.gov by 5:00pm, Wednesday, September 27, 2023.

A webinar explaining the ReUp partnership for FY24 occurred on September 18, 2023 and a webinar explaining the data needs was held on September 20, 2023. Recordings of the webinars are available [here](#).

Questions regarding the partnership or application should also be directed to Stefani.Thachik@oshe.nj.gov.

New Jersey Fiscal Year 2024
Statewide ‘Some College, No Degree Initiative’ Partnership with ReUp
Institution Application for Eligible Public Institutions of Higher Education

Please return the application and letter of intent by email to Stefani.Thachik@oshe.nj.gov by 5:00pm, Wednesday, September 27.

Institution Name:

Primary Point of Contact(s) for Application:

Name:

Email Address:

Title:

COMMITMENT FOR INSTITUTION ROLES & RESPONSIBILITIES:

By submitting this application, the institution indicates they are applying for participation in the New Jersey FY24 ‘Some College, No Degree Initiative’ with OSHE and ReUp. In order to benefit from this initiative, selected institutions must be willing and able to actively work with the partner starting as early as October 2, 2023 to ensure maximum impact for Spring 2024. *For additional information about the institution roles and responsibilities, as well as anticipated time commitment, we encourage interested institutions to attend the informational webinars held during the week of September 18.*

Please indicate below that the institution acknowledges that to be considered for participation in the initiative the institution is prepared to do the following if selected:

- Complete a data sharing agreement with ReUp Education by Friday, 10/6/2023.
- Participate in an implementation kickoff meeting with ReUp the week of 10/2/2023.
- Establish a lead source tracking mechanism for ReUp to provide to NJ SCND transfer referrals by Friday, 10/13/2023.
- Develop mechanisms for ongoing data sharing, including the stop out list and key enrollment milestones by
 - o Establishing SFTP or API data integration connection by Friday, 10/13/2023
 - o Establishing and transferring a finalized stop out list to ReUp by Monday, 10/23/2023

- Establishing and automating the dynamic ongoing milestone and transfer files by Friday, 11/3/2023
- Ensure that ReUp understands the re-enrollment/transfer process, procedures, and available support services
- Collaboratively work with ReUp for escalated student cases that require answers to unusual situations, may involve policy exceptions, etc.
- Provide normal institutional services to re-enrolled students (package students for financial aid, provide academic advising, etc.)
- Acknowledge this is an application for participation in FY24 and acceptance into cohort two of this initiative is contingent on certain parameters identified by OSHE.

<i>OPTIONAL:</i> If any items are not selected above that you would like to provide further explanation, please do so below (250 words or less)

SPRING ENROLLMENT

In order to maximize enrollment results for spring, outreach efforts to former students will begin no later than November 7th, 2023. Application deadlines significantly impact stopped out learners' ability to consider reenrolling as they often have multiple competing life priorities that they need to sort out before applying. To maximize success, institutions with application deadlines close to the semester start date will be prioritized as part of the selection criteria, as this allows returning students ample time to prepare applications and overcome barriers.

Q: When is your application deadline for Returning Students for the Spring Semester 2024?

A:

Q: When is your application deadline for Transfer Students for the Spring Semester 2024?
--

A:

Q: Is your institution able to be flexible in accepting applications after the deadlines noted above?

A:

PARTNERSHIP INTEREST QUESTIONS

Q: What is the approximate number of students who started at your institution but did not complete their degree over the past 10 years? (100 words or less)

A:

Q: If selected to participate in the partnership with ReUp and OSHE for FY24, what are some ways you will be prepared to reengage those students who stopped attending and are ready to re-enroll? What has your institution been able to do thus far to reengage these students? (500 words or less)

A:

Q: A critical component of the partnership is an institutional team comprised of different subject matter experts that can help support the student journey back to- and through- the institution. Please briefly share how your institution works- or will work- across different functional areas to serve the SCND population. (250 words or less).

We also ask that you identify the name(s) of at least one person who will serve in each of the required roles for this project. A description of the roles can be found in Appendix A. Institutions can identify more than one person in a role, and occasionally one person serves in more than one role.

A.

Institution Team Designees:

Implementation Lead

Full Name, Title, & Email

Data/SFTP Expert

Full Name, Title, & Email

Registrar

Full Name, Title, & Email

Academic Advising Expert

Full Name, Title, & Email

Readmissions/Transfer Expert

Full Name, Title, & Email

Financial Aid/Payment Expert

Full Name, Title, & Email

Lead Tracking for Transfer Applicants

Full Name, Title, & Email

LETTER OF INTENT

The institution should also submit a letter of intent from the President/Chancellor of the Institution or their designee. The letter should be no more than one page and detail how the SCND initiative aligns with the institution's priorities/strategic plan and why the institution is ready to participate in the ReUp/OSHE partnership for FY24 at this time.

Please return the complete application, inclusive of the letter of intent, by email to Stefani.Thachik@oshe.nj.gov by 5:00pm, Wednesday, September 27.

Applicants will receive a confirmation of receipt.

For any questions regarding the partnership or this application, please email Stefani.Thachik@oshe.nj.gov.

Appendix A

Institution Implementation Team Roles

Role	Area of Knowledge
Implementation Lead	This individual will be the primary liaison that works day to day with ReUp throughout the implementation project: coordinates meetings with ReUp, ensures alignment and keeps project on track, makes day to day implementation decisions.
Data/SFTP Expert	This individual works with the ReUp team to build the Initial Stop Out list and ongoing data throughout the Partnership. API or an SFTP (Secure File Transfer Protocol) connection will be needed to securely transfer files with us. The data expert often sets this up, but may need assistance from your IT department. We will provide instructions for this process to the data contact.
Registrar	Knowledge of your institution's Academic calendar (i.e. term start dates, registration open dates, census dates etc.). We will utilize this individual to align on your academic dates and ensure that we have the most up to date information.
Academic Advising Expert	Knowledge of current processes/resources for assisting former students who might like to explore their options or get questions answered in order to make an informed decision on whether or not to apply for return.
Readmissions/Transfer Expert	Knowledge of readmission and transfer process and policies. Sometimes this is Admissions, but some institutions have returners go through the Registrar's office.
Financial Aid/Payment Expert	Knowledge of SAP appeals process/guidelines (we understand this is different from academic appeals). If applicable, someone to speak to payment and policy surrounding outstanding balances.
Lead Tracking for Transfer Applicants	Lead source tracking is typically set up by the Admissions or Marketing offices. The most common lead source tracking mechanisms are: Fee Waiver Code, UTM Parameter or Affiliate Program Manager. This is utilized to track the referral sources of transfer applicants.