



### Final Progress Report

Grant #:

Project Title:

Project Director:

Institution:

**Please complete each section below. Attach additional sheets as needed.  
Please include any additional pertinent information.**

#### **1. Overview of Project Progress**

Please provide an overview of the project. The narrative should address the following:

- a. Did the project start on time? If not, please discuss why.
- b. Was the projected number of participants recruited? If not, please discuss the difference.
- c. What worked well? What went as planned? Which activity had the best results? Please discuss.
- d. Discuss any challenges encountered and how the challenges were addressed. What did not go as planned?
- e. What was the impact of challenges encountered? What was the impact on the timeline?

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#### **2. Objectives**

Discuss the objectives outlined in your approved application. Describe the major project activities and outcomes for each approved objective. Indicate met, not met, or partially met for each objective.

*Objective 1: Develop new or improve existing outreach strategies to inform and encourage near-completers to re-enroll in college.*

*Objective 2: Enhance student support systems to include academic, financial, and/or social advising that facilitate smooth re-entry into the educational environment and retention through degree completion.*

*Objective 3: Increase re-enrollment rates of near-completers by offering a track/plan of study to increase the speed of completion.*

*Objective 4: Establish and implement prior learning assessments or competency-based testing to award college credit for returning adult learners.*

*Objective 5: Develop general studies or another type of associate or bachelor's degree program for which students who have accumulated 45 or 75 credits for an associate's or a bachelor's degree, respectively but not necessarily the correct credits for the initially intended degree program may qualify.*

*Objective 6: Increase re-enrollment rates of near-completers by offering new campus-based sustainable financial aid options using campus or other financial aid resources for support such as textbook waivers and tuition discounts.*

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### **3. Final Results**

**Provide results for the data elements below. Provide additional data and narrative as needed.**

#### *Degree-Eligible Near-Completers*

- The number of degree-eligible students identified to include gender, race, age, and degree program aggregated demographic data.
- The number of degree-eligible students successfully contacted (email and/or snail mail that was not returned).
- The number of degree-eligible students awarded an associate or bachelor's degree during the grant reporting period.

#### *Degree-Potential Near-Completers*

- The number of degree-potential students identified to include gender, race, age, and degree program aggregated demographic data.
- The average number of credits toward degree for degree potential near-completers.
- The average length of time (in months) that degree-potential near-completers stopped-out or dropped-out.
- The number of degree-potential near-completers successfully contacted (email and/or snail mail that was not returned).

- The number of degree-potential near-completers that re-enrolled to include gender, race, age, and degree program aggregated demographic data.
- The number of credit hours earned by degree-potential near-completers upon re-enrollment for the grant reporting period.
- The number of credit hours awarded to degree-potential near-completers via prior learning assessments or competency-based credits.
- The number of degree-potential near-completers awarded an associate or bachelor's degree during the grant reporting period.
- The number of re-enrolled degree-potential near-completers who received financial aid through the One Step Away grant program and the amount received.

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#### **4. Budget Expenditures**

Prepare a Final Budget Summary Report (xls form attached), and include the report with your narrative report. Use this space to provide any narrative regarding the status of expenditures. ***The final budget summary must be signed and mailed to the Maryland Higher Education Commission.***

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Submit a signed electronic copy of the Final Narrative and Budget Summary report to [Anthony.Reiner@Maryland.gov](mailto:Anthony.Reiner@Maryland.gov)