

Resources: FFF Handbook

PA 60 - (10/1/2013 - 9/30/2014)

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1.0 Program Description

State of Michigan
Workforce Development Agency - King•Chávez•Parks Initiative

Future Faculty Fellowship (FFF) Program

PROGRAM DESCRIPTION

The purpose of the King•Chávez•Parks Future Faculty Fellowship Program is to increase the pool of traditionally underrepresented candidates pursuing faculty teaching careers in postsecondary education. Preference may not be given to applicants on the basis of race, color, ethnicity, gender, or national origin. Institutions should encourage applications from minorities, women, people with disabilities, and individuals from cultural, linguistic, geographic, and socio-economic backgrounds who would otherwise not adequately be represented in the graduate student and faculty populations (see fellowship selection section,3.2).

The program was created by the Michigan State Legislature in 1986 as part of the larger King•Chávez•Parks Initiative designed to stem the downward spiral of college graduation rates for students underrepresented in postsecondary education. Future Faculty Fellows are eligible to pursue a master's or doctoral degree at the public universities in Michigan. Future Faculty Fellowship graduates are obligated, by signed agreement, to remain in postsecondary faculty teaching or administration in a public or private, 2- or 4-year, in-state or out-of-state postsecondary institution for a minimum of three (3) years equivalent full-time. Fellows also may substitute up to one-third (1/3) of the 3 year full-time equivalency non-traditional service credit for this portion of teaching or administrative service credit.

Fellows who do not fulfill the teaching and/or other obligations of their fellowship agreement may be placed in Default, which results in their fellowship converting to a loan (referred to as a KCP Loan) that the Fellow repays to the State of Michigan.

The King•Chávez•Parks Initiative, part of the Michigan Workforce Development Agency, Education and Career Success provides oversight to the Future Faculty Fellowship Program and technical assistance to the universities. The Initiative hosts statewide meetings of Future Faculty Fellowship Program Coordinators to provide an opportunity for programs to exchange information on successful Future Faculty Fellowship Programs, keep abreast of educational reform, and provide useful suggestions to improve programs. The Future Faculty Fellowship Program is referred to as the FFF Program in this handbook.

Funds are appropriated directly to the public universities who administer this program in a manner prescribed by the Michigan Workforce Development Agency, King•Chávez•Parks Initiative. All funds and expenditures are subject to audit by the Auditor General and monitoring by the Workforce Development Agency.

This handbook contains information to assist the coordinators in carrying out successful Future Faculty Fellowship Programs. The policies and procedures have been approved by the Michigan Workforce Development Agency. In this handbook, the Michigan Workforce Development Agency is referred to as the Department, and the King•Chávez•Parks Initiative is referred to as the KCP Initiative. If there are additional questions about the Future Faculty Fellowship operations, please contact: Rudy Redmond, Manager, King•Chávez•Parks Initiative, Phone (517) 373-9700, Fax (517) 373-2759, e-mail: redmond@nichigan.gov. The mailing address is Michigan Workforce Development Agency, King•Chávez•Parks Initiative, Victor Center, 2nd Floor, 201 N. Washington Square, Lansing, MI 48913

2.0 Legislative Allocations Summary 12-6-13

State of Michigan
Workforce Development Agency - King•Chávez•Parks Initiative

Future Faculty Fellowship (FFF) Program

The following programs are funded annually through the Higher Education Appropriations bills:

Central Michigan University	\$ 98,238
Eastern Michigan University	\$ 97,974
Ferris State University	\$ 29,533
Grand Valley State University	\$ 29,533
Lake Superior State University	\$ 29,533
Michigan State University	\$ 98,328
Michigan Technological University	\$ 98,328
Northern Michigan University	\$ 29,533
Oakland University	\$ 98,328
Saginaw Valley State University	\$ 29,533
University of Michigan – Ann Arbor	\$ 98,328
University of Michigan – Dearborn	\$ 29,533
University of Michigan – Flint	\$ 29,533
Wayne State University	\$ 98,328
Western Michigan University	\$ 98,328
Total Allocation	\$ 992,911

3.0 Policies and Procedures - General Provisions 2-7-12

- A. KCP Future Faculty Fellowship Programs will acknowledge support from the Workforce Development Agency's King•Chávez•Parks Initiative in all program printed materials, programs/activities, and/or marketing information.

- B. Institutions shall monitor and administer the Future Faculty Fellowship Program to ensure compliance with established guidelines and legislative intent. Report responsibilities and timelines are included in this handbook on subsequent pages.

3.1 Policies and Procedures - Accounting & Budget

- A. The legislature funds the FFF Program through the annual higher education appropriations legislative process. Funds are allocated directly to public universities who administer the FFF Program in a manner prescribed by the Department's King•Chávez•Parks Initiative. All appropriations shall be expended or encumbered during the fiscal year (October 1- September 30).
- B. FFF Program Coordinators shall adhere to Generally Accepted Accounting Principals and shall maintain records that will allow for the comparison of actual outlays with budgeted amounts. The Institution's overall financial management system must ensure effective control over and accountability for all funds received.
- C. FFF Program Coordinators shall identify and report unexpended/unencumbered funds by the 2nd Monday of July. Encumbered funds are those funds that were committed by fellowship agreement or award letter where the agreement or award letter is signed during the current fiscal year. Unexpended/unencumbered funds may be transferred, under the direction of the KCP Initiative, to a FFF Program institution that may expend such funds for approved FFF Program activities. The FFF Programs will account for these funds in their final expenditure reports.
- D. FFF Program appropriations not expended or encumbered during the state fiscal year, which ends September 30, will revert to the state general fund. Funds must be returned with the final report in the form of a check made payable to the "State of Michigan" and must include a memo/note on the check identifying "KCP FFF Program, PA ###."
- E. A small portion (<5%) of the FFF Program allocation may be used for administration of the program. The KCP Initiative must approve this amount for expenses before funds are pledged or spent.
- F. It is permissible for an institution to sponsor a KCP Fellowship for a student who has successfully completed the FF Fellowship Selection Process at the Sponsoring Institution to pursue their master's or doctoral degree work at another Michigan FFF institution. The Sponsoring Institution must contact the KCP Initiative to finalize authorization for KCP Fellowship funds to be transferred to the host institution. The transfer process will involve the Host Institution and clarify all responsibilities before the state office completes the "Letter of Authorization to Transfer." Once this process is complete, the KCP Fellow is considered a Fellow with the host institution as it pertains to completion of all agreements, fellowship distribution, student monitoring/support, and reporting to the state.
- G. The KCP Initiative Fellowship Award is treated as a grant, such as the Paul Douglas Teaching Grant, because institutions do not submit an IRS Form 1099. The Fellowship Award is, therefore, not treated as income and is not taxable.

3.2 Record Retention

The institution shall retain all financial records, supporting documents, statistical records, and all other pertinent records for a period of no less than two years after Fellowship completion/State file closure, and no less than seven years from the date of the last financial transaction by the institution.

3.3 Policies and Procedures - Fellowship Selection & Awards

Fellowship Selection

Michigan's KCP FFF institutions may choose Future Faculty Fellows from all students to increase the pool of academically or economically disadvantaged candidate to pursue faculty teaching careers in postsecondary education. Preference may not be given to applicants on the basis of race, color, ethnicity, gender, or national origin. Institutions should encourage applications from minorities, women, people with disabilities and individuals from cultural, linguistic, geographic, and socio-economical backgrounds who would otherwise not adequately be represented in graduate student and faculty populations.

- A. Applicants for KCP Future Faculty Fellowship Awards must be admitted into a degree program that facilitates a career in postsecondary teaching. Applicants whose degree program does not facilitate access for a postsecondary career are not eligible for a KCP Fellowship Award.
- B. The intent of the FFF Program is to increase the pool of qualified underrepresented faculty candidates and does not encourage awards to persons already having master's or doctorate degrees. Request for exceptions may be submitted to the KCP Initiative state office by the host institution. (Among the factors considered for granting an exception will be whether such additional degree will facilitate postsecondary teaching employment.)
- C. Institutions must hold an annual competition open to all students for KCP Fellowship Awards.
- D. KCP Fellowship Award Selection Committee: Each FFF program distributing KCP Fellowships must have a KCP Fellowship Award Selection Committee. The Selection Committee must consist of faculty members and institution representatives. The Committee must meet a minimum of once per year to review and rank KCP Fellowship award applications. A standardized format for reviewing KCP Fellowship award applications must be used by the Committee. Records and support documents of the Committee review process must provide the rating and ranking of each KCP Fellowship award application considered. Committee records must be maintained in the institution's FFF Program files.
- E. KCP Fellowship Selection Criteria: Institutions must formally review each KCP Fellowship award application received requesting consideration for a KCP Fellowship. Each institution may grant a KCP Fellowship Award to an applicant who meets, at a minimum, all of the following*:
 - 1. Has been accepted into the chosen program of study.
 - 2. Is in good academic standing as defined by the institution.
 - 3. Is not currently a recipient of a KCP Initiative Fellowship Award at another institution.
 - 4. Has not received another KCP Fellowship Award for the same degree level (master's or doctorate).
 - 5. Is not in current default status on any guaranteed student loan and/or a KCP Loan.
 - 6. Is a citizen of the United States.
 - 7. Meets the institution's requirements for Michigan residency.
 - 8. Institutional master files for each Fellow must include selection documentation meeting all criteria within this section.
- F. Applications for KCP Initiative Fellowship Awards must include, at a minimum*:
 - 1. An educational and career goal statement linking the applicant's interest, academic preparation, a teaching career focus, and current studies to his/her future plans.
 - 2. Identifies all current or past KCP Initiative Fellowship Awards by year, program level and institution.

**Additional criteria may be added by the institution.*

Awards

- A. The KCP Initiative Fellowship Award maximum for master's level Fellows is \$20,000 and for doctoral Fellows is \$35,000. Institution have discretion to establish award amounts at levels lower than the allowable maximum.
- B. Fellows must complete and sign a "Future Faculty Fellowship Program Agreement." Before the witness and Fellow sign the Agreement, the Fellow must review and agree to the all conditions and requirements of the Agreement.
- C. A KCP Initiative Fellowship Award initially granted for less than the current allowable maximum may be expanded to the full

amount allowable under that program level of study. A Fellow whose initial Award is less than the current allowable maximum, however, is not guaranteed that his/her Award will be expanded. Expanded Awards are not considered new KCP Initiative Fellowship Awards.

- D. The 3-year full-time equivalent service obligation shall be reduced proportionately where less than a full KCP fellowship is awarded to the student:
- Up to \$8,333 of a master's (or up to \$11,667 of a doctoral) award results in a 1-year commitment.
 - \$8,334 to \$16,667 of a master's (or \$11,668 to \$23,334 of a doctoral) award results in a 2-year commitment.
 - \$16,668 to \$20,000 of a master's (or \$23,335 to \$35,000 of a doctoral) award results in a 3-year commitment.

3.4 Policies and Procedures - Doctoral Fellow Obligations

- A. Each Doctoral KCP Initiative Fellowship Award Fellow agrees:
1. To pursue a doctoral degree at a Michigan postsecondary institution within one calendar year of completion of a KCP FFF Masters degree (if applicable).
 2. To maintain good academic standing at the postsecondary institution, as defined by the institution.
 3. To not accept a second KCP Initiative Fellowship Award for the same degree level.
 4. To obtain a doctoral degree within eight (8) years of receiving this fellowship.
 5. To begin a part- or full-time faculty teaching or administrative career in a public or private, two- or four-year, postsecondary institution in-state or out-of-state within one (1) year after obtaining the doctoral degree, unless after an annual review conducted by the KCP Initiative an additional successive year (with the maximum being three (3) additional successive years) is granted to find and commence employment to fulfill the service requirement of the KCP Initiative Fellowship Award.
 6. To remain in faculty teaching or administrative career in a public or private, two- or four-year postsecondary institution in-state or out-of-state for a minimum of three (3) years equivalent full-time.
 7. To fulfill the service obligation of this agreement through part- or full-time employment.

- B. The State King-Chavez-Parks (KCP) Initiative-FFF Office will consider various types of institutional/educational service credit in addition to teaching service in a post-secondary environment. The State FFF program office will consider approval of service credit for those Fellows who work with State sponsored KCP programs and/or for other **substantive** campus-based, college access, and service learning activities. These proposed service options must foster development and/or continuation of programs designed to help academically and/or economically at-risk students to have access to, to remain in, and to succeed in post-secondary education.

Any proposed non-teaching, non-traditional service opportunities of substantive and potential Future Faculty Fellowship service payback must be carefully and thoroughly developed with the FFF, and/or Service Learning, or other campus program advisors. **Each of these proposed administrative service options must be provided to the State KCP Initiatives office and receive PRIOR approval** indicating the activity will meet the criterion for service credit before any service activity shall commence.

The State FFF program office will consider granting service credit for institutional administrative duties, and employment in programs and organizations whose role is to improve opportunities for at-risk students to succeed in, and graduate from, high school and to gain access to, and succeed in post-secondary education. Examples include students working with post-secondary institutions, KCP Select Student Support Services (4-S), Michigan College/University Partnership (MICUP) program, Morris Hood, Jr. Educator Development (MHED) program, Gaining Early Awareness for Undergraduate Programs/College Day (GU/CD) program, the Volunteers in Service to America (VISTA) program, community and foundation groups, non-profit organizations, and/or public agencies working to bring individuals and communities out of economic hardship through the use of educational opportunities.

Service with not-for-profit organizations working to improve access for at-risk students into post-secondary educational opportunities and that promote retention success through mentoring, scholarship consideration, training programs and other services for at-risk students will also be considered. Any proposed service examples of potential Future Faculty Fellowship service payback will be considered by the KCP-FFF staff and the Fellow will be informed of the potential approval or the request will be returned with recommendations for improvement.

While post-secondary teaching and institutional administration can comprise the totality of a Fellows service responsibility, this more non-traditional form of service payback for the Future Faculty Fellowship can be approved for a total of up to one-third (1/3) of the 3 year Full-Time equivalency service required for FFF service repayment. Any proposed service option request must be provided in writing to the State KCP Initiatives office and must receive PRIOR approval indicating the activity will meet the criterion for service credit before the activity shall commence.

- C. The King•Chávez•Parks (KCP) Initiative may extend the period for obtaining a doctoral degree by one (1) year for good cause.
- D. Fellows agree to provide the KCP Initiative with written evidence of compliance with the requirements listed above.
- E. Each Fellow agrees to inform the KCP Initiative within thirty (30) days, in writing, of any change in name or address, of withdrawal from the postsecondary institution, or any situation making it impossible to complete the degree within the required time.

3.5 Policies and Procedures - Master's Fellow Award Obligations

A. Each Master's FFF Award Fellow agrees:

1. To pursue and obtain a master's degree at a Michigan postsecondary institution within four (4) years of receiving a KCP Fellowship Award.
2. To maintain good academic standing at the postsecondary institution, as defined by the institution.
3. To not accept a second KCP Initiative Fellowship Award for the same degree level.
4. To begin a part- or full-time faculty teaching, administrative or non-traditional service employment in a public or private, two- or four- year, postsecondary institution, in-state or out-of-state, within one (1) calendar year after conferral of the master's degree.
5. To remain in a faculty teaching, administrative, or non-traditional service* positions in a public or private, two- or four-year, postsecondary institution, in-state or out-of-state, for a minimum of three (3) years equivalent full-time. (*Only one-third of this requirement can be fulfilled using non-traditional service positions.)

B. The State King-Chavez-Parks (KCP) Initiative-FFF Office will consider various types of institutional/educational service credit in addition to teaching service in a post-secondary environment. The State FFF program office will consider approval of service credit for those Fellows who work with State sponsored KCP programs and/or for other **substantive** campus-based, college access, and service learning activities. These proposed service options must foster development and/or continuation of programs designed to help academically and/or economically at-risk students to have access to, to remain in, and to succeed in post-secondary education.

Any proposed non-teaching, non-traditional service opportunities of substantive and potential Future Faculty Fellowship service payback must be carefully and thoroughly developed with the FFF, and/or Service Learning, or other campus program advisors. **Each of these proposed administrative service options must be provided to the State KCP Initiatives office and receive PRIOR approval** indicating the activity will meet the criterion for service credit before any service activity shall commence.

The State FFF program office will consider granting service credit for institutional administrative duties, and employment in programs and organizations whose role is to improve opportunities for at-risk students to succeed in, and graduate from, high school and to gain access to, and succeed in post-secondary education. Examples include students working with post-secondary institutions, KCP Select Student Support Services (4-S), Michigan College/University Partnership (MICUP) program, Morris Hood, Jr. Educator Development (MHED) program, Gaining Early Awareness for Undergraduate Programs/College Day (GU/CD) program, the Volunteers in Service to America (VISTA) program, community and foundation groups, non-profit organizations, and/or public agencies working to bring individuals and communities out of economic hardship through the use of educational opportunities.

Service with not-for-profit organizations working to improve access for at-risk students into post-secondary educational opportunities and that promote retention success through mentoring, scholarship consideration, training programs and other services for at-risk students will also be considered. Any proposed service examples of potential Future Faculty Fellowship service payback will be considered by the KCP-FFF staff and the Fellow will be informed of the potential approval or the request will be returned with recommendations for improvement.

While post-secondary teaching and institutional administration can comprise the totality of a Fellows service responsibility, this more non-traditional form of service payback for the Future Faculty Fellowship can be approved for a total of up to one-third (1/3) of the 3 year Full-Time equivalency service required for FFF service repayment. Any proposed service option request must be provided in writing to the State KCP Initiatives office and must receive PRIOR approval indicating the activity will meet the criterion for service credit before the activity shall commence.

C. If master's degree Fellows do not begin part- or full-time faculty teaching or administrative career, in a public or private, two- or four-year, post-secondary institution within one calendar year after conferral of their master's degrees, or after the approved extension period, If applicable, each agrees:

1. To enroll in and pursue a doctoral degree at a Michigan postsecondary institution and become enrolled in the doctoral degree program within one (1) calendar year after conferral of a master's degree.
2. To obtain a doctoral degree within eight (8) calendar years of enrollment in the doctoral program.
3. To begin a part- or full-time faculty teaching or administrative career in a public or private two- or four-year, postsecondary institution, in-state or out-of-state, within one (1) calendar year after obtaining the doctoral degree.
4. To remain in faculty teaching, administrative, or non-traditional position in a public or private, two- or four-year, postsecondary institution, in-state or out-of-state, for a minimum of three (3) years equivalent full-time.

5. If a master's degree Fellow is unsuccessful in completing the doctoral degree, the Fellow will immediately begin a part- or full-time faculty teaching, administrative, or non-traditional service position in a public or private, two- or four- year postsecondary institution, in-state or out-of-state.
 6. A master's degree Fellow will remain in faculty teaching, administrative, or non-traditional service* position in a public or private, two- or four-year, postsecondary institution, in-state or out-of-state, for a minimum of three (3) years equivalent full-time. (*Only one-third of this requirement can be fulfilled using non-traditional service positions.)
- D. Each Fellow agrees to provide the KCP Initiative **with written evidence of compliance** with the requirements listed above.
 - E. Each Fellow agrees to inform the KCP Initiative within thirty (30) calendar days, in writing, of any change in name or address, withdrawal from postsecondary institution, or any situation making it impossible to complete the degree within the required time.
 - F. Each Fellow agrees to maintain good academic standing at the postsecondary institution, as defined by the sponsoring institution.
 - G. Each Fellow understands that the KCP Initiative may extend the period for obtaining a degree by one (1) calendar year for good cause.

3.6 Policies and Procedures - Fellow Repayment Obligations Upon Default

- A. Repayment Upon Default – Default occurs when a FFF Fellow has failed to meet any defined agreement obligation at either the master’s or doctoral degree level.
1. Each FFF Fellow agrees that he/she shall be in “Default” of the KCP Future Faculty Agreement if any of the following occurs:
 - a. Failure to meet any condition, requirement, or obligation described in the Agreement, or
 - b. During the application stage, during pursuit of the degree required by the Agreement, and during any time the Fellow is fulfilling the requirements of his/her Agreement, the Fellow engages in any conduct which is a felony or other serious criminal act, or which involves fraud or false representation.
 2. A FFF Fellow agrees that a Default will cause the King•Chávez•Parks (“KCP”) Initiative Fellowship Award to become a King•Chávez•Parks Loan (“KCP Loan”). The KCP Fellowship Award amount will become the principal due under the KCP Loan. The FFF Fellow promises to pay to the KCP Initiative the full amount of the KCP Loan, plus interest. The interest will begin to accrue from the date of the default. The interest will be fixed at the rate in effect on the date of default as declared by the Michigan Department of Treasury pursuant to MCL § 205.23. The interest will be compounded annually. The Fellow will also owe late charges if the KCP Loan is not timely paid under the Disclosure Statement and Repayment Schedule (also referred to as the “Repayment Schedule”) or, if applicable, within the other times provided for in the Agreement.
 3. The FFF Fellow may agree in writing to pay the KCP Loan according to the Repayment Schedule prepared by the KCP Initiative. If the Fellow does not enter into such an agreement but pays the total amount of the KCP Loan plus all interest and other charges within 365 days from the date of the Default, the KCP Initiative may waive or remit to the Fellow any interest or late charges that were assessed or collected.
 4. The FFF Fellow understands that any Repayment Schedule for the KCP Loan will require that the KCP Loan, plus the interest and other charges, be fully paid within ten (10) years of the date of Default. The minimum monthly payment shall be at least one hundred dollars (\$100.00) per month. (See Section B2)
- B. Forbearance, Cancellation Credits, and Changes Connected With Repayment:
1. If any payment has not reached the KCP Initiative within ten (10) days after the due date specified on the Repayment Schedule, the KCP Initiative will bill a late charge not to exceed \$15.00 or five percent (5%) of the payment then due, whichever is greater. A fee not to exceed \$25.00 will be charged for a check or other payment instrument that is dishonored because of insufficient funds in the account on which the check or instrument is drawn.
 2. The FFF Fellow may request the KCP Initiative to extend forbearance, **in the form of a reduced monthly payment**, for an period or periods not to exceed a total of thirty-six (36) months. In order to be granted forbearance, a FFF Fellow must demonstrate to the satisfaction of the KCP Initiative that he/she is experiencing serious financial or personal hardship. If the KCP Initiative grants the request for forbearance, it will determine the period for further forbearance.
 3. The KCP Initiative shall cancel a FFF Fellow’s unpaid KCP Loan amount if he/she dies or becomes totally and permanently disabled and, as a result, becomes unable to teach. Disability must be certified by a licensed doctor of medicine, osteopathy or psychiatry.
 4. The KCP Initiative shall release to other parties or agents information regarding a FFF Fellow’s obligation in order to effect payment of his/her obligation or to verify the existence of this obligation.
 5. Collection of KCP loans shall be the sole responsibility of the KCP Initiative, the Michigan Workforce Development Agency and/or the Michigan Department of Treasury. **While it is the Fellows responsibility to keep an accurate address on file in the KCP database**, any additional information provided by the Fellows’ home institution to contact the Fellow is expected.
 6. The FFF Fellow agrees that all costs, expenses, and attorney fees incurred by the KCP Initiative, the Michigan Workforce Development Agency or the Michigan Department of Treasury for collection of any past due KCP Loan or KCP Loan payment shall be added to the total of the KCP Loan amount due.
 7. If a Fellow defaults on the Agreement obligations or selects to repay the KCP Fellowship as a KCP Loan and the conversion of the KCP Fellowship to a KCP Loan did not arise by reason of any conduct of the Fellow as described above in Section A, 1., b, and if original documentation is provided which demonstrates qualification for **Degree Credit and/or Service Credit**, the KCP Initiative will reduce the amount of the KCP Loan owed on the “Disclosure Statement and Repayment Schedule” by one of both of the following Credits:
 - a. **Degree Credit:** The Doctoral/Master’s Degree Credit: The KCP Loan amount will be reduced by one third (1/3) if the Fellow has:
 - (1) obtained a doctoral/master’s degree from a Michigan postsecondary institution; and
 - (2) at the time the Fellow was awarded the KCP Initiative Fellowship he/she was a Michigan resident as defined by the

degree awarding institution.

- b. **Service Credit:** The KCP Loan amount will be reduced for each year the Fellow successfully completed full-time equivalent postsecondary faculty teaching or administrative role in a public or private, two- or four-year, postsecondary institution, in-state or out-of-state, while in pursuit of his/her degree or after graduation. Service Credit documentation letters contain: identification of each semester or quarter of service; identification of specific course(s) or role for each semester or quarter; and, indication whether the work was part-time or full-time for each semester or quarter identified.

Service Credit reductions shall be calculated as follows:

- (1) the KCP Loan amount existing after deduction for the Master's/Doctoral Degree Credit, (if applicable),
- (2) divided by three,
- (3) times the number of years the master's/doctoral Fellow completed the service requirement toward fulfillment of the obligations detailed in the signed KCP Fellowship Agreement.

3.7 Policies and Procedures - Extensions for Degree Completion

The KCP Fellowship Agreement signed by KCP Fellows establishes the length of time allowed to complete the master's or doctoral program. Extensions can be granted for "good cause" by the state KCP Office of the FFF Program. Each request is evaluated individually.

- A. A written request must be submitted to the state KCP FFF Office describing:
 - 1. The circumstances or reason for requesting an extension. Support documentation should be included when appropriate.
 - 2. Provide a new anticipated graduation date.
 - 3. Documentation from the institution (i.e. Committee Chair, Advisor, or Department) indicating their support for the new timeline and confirmation that the Fellow remained in good academic standing even with the longer time period granted for the completion of the degree.
- B. Fellows should also be in contact with their FFF Program Coordinator concerning this request and the circumstances surrounding their request for an extension.
- C. Institutional Representatives may be contacted to provide additional support for the extension.

3.8 Policies and Procedures - Documenting Service Credit

The KCP Fellowship Agreement established the obligation for Fellows to complete three years equivalent, full-time postsecondary faculty or administrative role as the service pay-back for their Master's or Doctoral Fellowship. To receive service credit, the following documentation must be provided:

- A. The chair, dean, or other appropriate institutional representative, must provide original written documentation on university/organizational letterhead that the Fellow has provided teaching, administrative, or non-traditional services/activities verifying their involvement in serving the institution.

The KCP Initiative office will consider non-traditional service credit, in addition to teaching and university services, for those fellow: actively involved with campus-based Service Learning activities or assisting GEAR UP/College Day students involvement with the Michigan College Access Network, the KCP Initiatives (MICUP, 4-S, Morris Hood Programs), VISTA and/or the Institutional GEAR UP office, among other opportunities.

Fellows are encouraged to contact their FFF Office, Service Learning Office, GEAR UP Office, or other institutional office to develop potential service learning or GEAR UP activities. Any request to have such non-traditional institutionally-related service apply toward fulfillment of the FFF service component must have prior approval by the KCP Initiative Office.

Additional potential service opportunities (i.e., work with the Michigan College Access Network (MCAN), community service organizations or other community-based college access organizations) will be considered on a case-by-case basis and information on any potential service opportunity must be provided in writing to the KCP Initiative Office **prior** to the beginning of the activity.

- B. The original documentation must be mailed directly to the state office of the KCP Initiative.

Rudy Redmond, Manager
 King•Chávez•Parks Initiative
 Education and Career Success
 Workforce Development Agency
 201 N. Washington Square
 Victor Office Center, 2nd Floor
 Lansing, Michigan 48913

- C. The documentation must contain:

1. Identification of each semester or quarter of service.
2. Identification of specific course(s) taught or administrative role for each semester or quarter.
3. Indication if Fellow taught/worked part- or full-time for each of the semesters or quarters identified.

a. Semester Service Credit Assessment:

- The regular academic year is valued as two (2) semesters per year (Fall and Winter/Spring)
- Part-time: Each part-time semester is assessed as one fourth (1/4) of a year. Twelve (12) part-time semesters are needed to meet the three (3) years equivalent full-time service obligation.
- Full-time: Each full-time semester is assessed as one half (1/2) of a year. Six (6) full-time semesters are needed to meet the three (3) year service obligation.

b. Quarter Service Credit Assessment:

- The regular academic year is valued as three (3) quarters per year (Fall, Winter/Spring and Spring and/or Summer).
- Part-time: Each part-time quarter is assessed as one sixth (1/6) of a year. Eighteen (18) part-time semesters are needed to meet the three (3) years equivalent full-time service obligation.
- Full-time: Each full-time semester is assessed as one third (1/3) of a year. Nine (9) full-time semesters are needed to meet the three (3) year service obligation.

- D. A fellow may submit a written request for consideration for an extension to find and commence postsecondary employment to fulfill the service credit requirement of the KCP Initiative Fellowship Award.

3.9 Policies and Procedures - Death or Disability Discharge

Death Discharge

- A. A discharge of KCP Fellowship agreement obligations and/or KCP Loan based on death must be determined based on an original certified copy of the death certificate. Under exceptional circumstances and on a case-by-case basis, the KCP Manager may approve a discharge based upon other reliable documentation supporting the discharge request.
- B. After receiving reliable information indicating that the KCP Fellow has died, the State must suspend any collection and/or compliance activity against the Fellow for up to 60 days and promptly request the certification of death documentation. If additional time is required to obtain the documentation, the period of suspension may be extended for a designated time period.
- C. Any payments received from or on behalf of the Fellow on or attributed to a KCP Loan that has been discharged after the death, the State must return 100% of these payments to the sender.

Discharge or Cancellation of KCP Fellowship Obligations or KCP Loan Due to Disability

See the sample form in Section 9.1.

- A. Definition of Total and Permanent Disability:

The condition of an individual who is unable to teach in a postsecondary faculty position on a part-time or full-time basis because of an injury or illness that is expected to continue indefinitely.
- B. Exceptions to KCP Fellowship Obligations or Repayment of KCP Loan Due to Disability:

The KCP Initiative Manager suspends collection activity on the KCP Fellowship agreement obligations or KCP Loan from the date of the initial determination of total and permanent disability until the end of the three (3) year conditional period if all of the following conditions are met:

 - 1. Medical Certification: A qualified/licensed physician or psychiatrist must submit a sworn affidavit. The affidavit must contain a minimum: when the Fellow's condition began; when the Fellow became unable to teach; and a diagnosis of the Fellow's present medical condition, specifically the nature, duration and severity of the Fellow's present and future impairment(s).
 - 2. The KCP Manager must review the application and determine that it is complete and that it supports the conclusion that the Fellow has a total and permanent disability as defined above.
 - 3. The Fellow has not received a new KCP Fellowship.
- C. Discharge or Cancellation of KCP Fellowship Obligations or KCP Loan Due to Disability:
 - 1. If the KCP Fellow satisfies the criteria for a total and permanent disability discharge or cancellation during and at the end of the conditional three-year period, the KCP Fellowship agreement obligations or KCP Loan will be discharged/cancelled.

Criteria for Discharge

Total and Permanent Disability Cancellation Request Form:

- A. Fellow information must be completed by the Fellow or appropriate designee if the disability prohibits the Fellow from doing so him/herself. The Physician certification portion must be completed by a qualified/licensed physician or psychiatrist and returned directly to the KCP Initiative at the address indicated on the form.
- B. Cancellation may not be based on a condition that existed at the time the Fellow applied for a KCP Fellowship unless the condition has since substantially deteriorated so that he/she is now totally and permanently disabled.
- C. The KCP Manager must review the application and determine that it is complete and that it supports the conclusion that the Fellow has a total and permanent disability as defined above.
- D. The Fellow has not received a new KCP Fellowship.
- E. Any payments received after the date the Fellow became totally and permanently disabled as defined above are returned to the sender.

4.0 Appeal of Default Determinations

A. To Appeal a Default determination, a King•Chávez•Parks (KCP) Initiative Future Faculty Fellow must:

1. Submit a written appeal to the KCP Initiative Manager at the following address:

Rudy Redmond, Manager
Workforce Development Agency
King•Chávez•Parks Initiative
Victor Center, 2nd Floor
201 N. Washington Square
Lansing, Michigan 48913

2. The written appeal must be received no later than **sixty (60) days** before the repayment period start date provided in the "Disclosure Statement and Payment Schedule."
3. The written appeal must state the reason(s) that the Fellow believes he or she has complied with the agreement obligations set forth in his or her "Future Faculty Fellowship Program Agreement."
4. The written appeal must include pertinent supporting evidence directly related to the reason(s) the Fellow believes he or she has complied with the agreement obligations.

B. The KCP Initiative Manager shall review the Fellow's appeal and:

1. Shall notify the Fellow of the decision in writing within **forty-five (45) days** of the receipt of the written appeal, and
2. Shall either:
 - i. Rescind the Disclosure and Payment Schedule, or
 - ii. Affirm that the Disclosure Statement and Payment Schedule remain in effect and state the Manager's reason or reasons for denying the appeal.

C. Appeal to Circuit Court

1. A Fellow may appeal the Manager's decision made under Paragraph B by taking an appeal to the Circuit Court, pursuant to MCL 600.631; MSA 27A.631. The appeal shall be made in accordance with MCR 7.104(A) and all other applicable laws and rules.
2. The appeal shall be made to the Circuit Court of the County of the Fellow's residence in Michigan or to the Ingham County Circuit Court. A non-resident Fellow must file his/her appeal in the Ingham County Circuit Court.

5.0 Technical Assistance & Monitoring Protocol

Experience since 1986 with Michigan's public universities has provided evidence of the high quality of program management and implementation of KCP Initiative Future Faculty Fellowship Programs. Therefore, the primary purpose for on-site visits by KCP Initiative staff members or department representatives focuses on:

- Opportunities to support and gather information about "best practices" to share with other institutions.
- Providing opportunities for institutions to showcase "best practice" models with the state office and/or desired representatives.
- Providing technical assistance to programs in applying norms of quality.

Secondary on-site responsibilities focus on monitoring state funded KCP Initiative Future Faculty Fellowship Programs. The information that follows provides a description of the monitoring protocols for the KCP Initiative FFF Programs.

University Program Responsibilities

The Program Administrator for the Future Faculty Fellowship Program is the Workforce Development Agency's King•Chávez•Parks (KCP) Initiative. University Programs are responsible for completing designated reports. Program responsibilities and reporting forms have been covered in the "Reporting Responsibilities of Programs" section of this [FFF Administrative Handbook](#).

King•Chávez•Parks Initiative Monitoring Activities

The WDA KCP Initiative monitoring responsibilities include two separate activities: a "Desk Audit Review" and an "On-Site Review." Each component has its own protocol.

A. **Desk Audit Review Protocol**

1. First, reports submitted from Programs are reviewed for:
 - Timeliness of receipt of each component of the report package.
 - Completeness of reports.
 Consideration is also given to:
 - Program participation in WDA/KCP sponsored technical assistance opportunities (i.e., FFF Coordinator Meeting, Equity in the Classroom Conference, etc.)
2. Second, reports are reviewed in detail using a standard format. Copies of the "On-Site Monitoring Focus" forms are included in section 9.2. Completed reports become part of the University Program KCP office file.

University reports also form the basis for determining individual program technical assistance needs, for identifying content for KCP sponsored technical assistance/ professional development opportunities and aid in determination of on-site review selections.

B. **On-Site Review Protocol**

There are three ways Future Faculty Fellows Programs will be identified for an on-site monitoring visit: routine on-site visit, risk factor concerns, and/or request by the University Program.

Routine Visit Schedule: University Future Faculty Fellows Programs routinely receive on-site monitoring visits. Due to the status of the state budget, these visits may be delayed or canceled. The following on-site monitoring schedule has been established for FFF Programs:

2011 – 2012

Western Michigan University
Saginaw Valley State University
Grand Valley State University
Oakland University

2014-2015

University of Michigan-Flint
University of Michigan-Ann Arbor
University of Michigan – Dearborn

2012-2013

Michigan Technological University
Northern Michigan University
Lake Superior State University
Michigan State University

2016-2017

Western Michigan University
Saginaw Valley State University
Grand Valley State University
Oakland University

2013-2014

Central Michigan University
 Ferris State University
 Eastern Michigan University
 Western Michigan University

Risk Factor: University FFF Programs may be selected for an on-site monitoring visit based upon the following program risk factor considerations:

1. Desk Audit Review Findings
2. Prior Year Report Findings
3. Last On-Site Monitoring Visit
4. Institutional History with KCP Initiative
5. Experience/Familiarity with FFF Program Requirements

Request: University FFF Programs may also request an on-site monitoring visit and/or technical assistance by contacting the KCP Initiative state office.

1. On-Site Monitoring

The on-site monitoring visit will be led by the KCP Initiative FFF Program Consultant or KCP Initiative staff as indicated or as requested by the University. The FFF Program Consultant will make arrangements for the on-site visit with the Program Coordinator identified by the university. Specific on-site components will be identified and arranged in partnership with the Program and will be formalized by a confirmation letter detailing responsibilities and particulars for the on-site visit. On-site visits will be conducted during normal working hours at the institution. The focus of these visits will always be on abetting University Programs that lead to best practices which bolster program participants toward their personal education goals and institutional commitments, reinforcing both participants and support programs.

2. Focus for Future Faculty Fellows Program On-Site Visits

The focus for the on-site review is available as Attachment C and will consist of review of records, procedures, program materials, and interviews conducted during the on-site monitoring visit.

3. On-Site Visit Follow-up

Concise and specific information of the on-site monitoring visit will be completed in a timely manner by the FFF Program Consultant, generally within 30 days. The follow-up report will address the on-site visit focus identified above.

On-Site Visit conclusions will be rated on the following scale:

- a. Program Implementation Exceeds Established Standards – Model Program
 - **Result:** A letter of accomplishment and appreciation will be added to the program file and a letter of accomplishment forwarded to the institution President, Graduate School Dean or other supervisory personnel, KCP Institutional Representative and Program Coordinator. No change in program performance will be required.
- b. Program Implementation Meets Establish Standards
 - **Result:** The on-site monitoring report will be added to the program file and a letter will be forwarded to the Program Coordinator which states that the program meets established standards for KCP FFF Programs.
- c. Program Implementation Requires Modification
 - **Result:** The on-site monitoring report will be added to the program file with the identification of specific program components requiring modification. A letter of modification will be forwarded to the Program Coordinator. Issues falling into this category require minor program modification or clarification of understandings. Example: failure to acknowledge support from the MWDA KCP Initiative on program printed or promotional materials.
 - **Grantee Response:** The Program Coordinator will submit proof of program modifications to the KCP FFF Program Consultant within 45 days.
- d. Program Implementation Significantly Different from Application or Outside of Legislative or Administrative Guidelines
 - **Result:** The on-site monitoring report will be added to the program file with the identification of specific program direction. A certified letter of redirection will be forwarded to the FFF Program Coordinator, Graduate School Dean or other supervisory personnel, and KCP Institutional Representative.

- Grantee Response: Within 45 days, the Program Coordinator will submit an action plan detailing steps that are being/will be taken to ameliorate each of the identified issues. The action plan will also include proof of this change where appropriate. The action plan will be forwarded to the MWDA KCP Initiative Office by certified mail.
- MWDA KCP Initiative Response: Upon receipt of the action plan, the KCP FFF Program Consultant will contact the Program Coordinator and arrange for a follow-up on-site monitoring visit. When adequate change has been made, the final on-site follow-up will conclude with confirmation of required modification and place the program in "Program Implementation Meets Established Standards." Final confirmation will be forwarded to the FFF Program Coordinator, Graduate School Dean or other supervisory personnel, and KCP Institutional Representative.
- Result of Non-Compliance: A letter will be forwarded to the University President. The state will consider the program in default and may request a financial and performance audit of the FFF Program.
 - e. University Action Plan

If required, an action plan is a written plan developed by the institution that outlines the exact procedures to be taken to correct items or issues that were identified in the On-Site Monitoring Review Report. The components of the university action plan include:

- 1) Name of university.
- 2) Date of submission.
- 3) Identification of each identified issue(s) and any recommendation(s) as stated in the On-Site Monitoring Review Report.
- 4) Objective(s) or statement(s) of action to be taken, or detail of steps that have been taken, to adequately address the identified issue(s).
- 5) As appropriate, identifying specific steps or activities to complete identified objective(s) or action statement(s).
- 6) Timeline(s) or the date each activity/step will begin and be completed, including projected completion date of the full plan.
- 7) Identifying the specific personnel designated to initiate, implement, and monitor the progress of each task.

6.0 Reporting Responsibilities 10-21-11

State Fiscal Year: October 1, 2012 through September 30, 2013	
2012	
October 1, 2012	New Program Year PA 201 Program period: October 1, 2012 through September 30, 2013
December 29, 2012	Year End reporting deadline for data entry into website for PA 62.
2013	
April 7, 2013	Required Program Meeting for all KCP Initiative Programs on Sunday, April 7, 2013 . Wayne State University (times to be determined)
April 15, 2013	Unexpended/Unencumbered deadline for data entry for all FINAL P.A. 201 awards. No Exceptions.
July 16-September 30, 2013	Transfer any identified unexpended/unencumbered FFF funds and close of fiscal year.
August 2013	Fall 2013 FFF Program Meeting: Location TBA.
September, 2013 – October, 2013	KCP Initiative sends advanced notification of funding once H.E. Appropriations are available.
September 30, 2013	End of Program Year PA 201 program period: October 1, 2012 through September 30, 2013.
October 1, 2013	New Program Year PA (TBA) program period: October 1, 2013 through September 30, 2014.
December 20, 2013	Year End reporting deadline for data entry into website for PA 201.

7.0 Glossary of Terms

<u>Agreement</u>	The Michigan Workforce Development Agency's King•Chávez•Parks (KCP) Initiative Future Faculty Fellowship Program Agreement.
<u>Death Discharge</u>	A discharge of KCP Fellowship agreement obligations and/or KCP Loan based on death must be determined based on an original or certified copy of the death certificate. Under exceptional circumstances and on a case-by-case basis, the KCP Manager may approve a discharge based upon other reliable documentation supporting the discharge request.
<u>Default</u>	A Fellow is considered in Default when he/she has not met the KCP Fellowship Agreement obligations.
<u>Doctoral Degree</u>	KCP accepts the conferring institution's definition of a doctoral program/degree.
<u>Encumbered Funds</u>	Funds that were committed by fellowship agreement where the agreement(s) commenced during the fiscal year.
<u>Part- or full-time</u>	KCP accepts the classification of part- or full-time employment used at the employer institution.
<u>Interest</u>	Interest will begin to accrue from the date of the Default. The interest will be fixed at the rate in effect on the date of Default as declared by the Michigan Department of Treasury pursuant to MCL § 205.23. The interest will be compounded annually.
<u>Master's Degree</u>	KCP accepts the conferring institution's definition of a master's program/degree.
<u>Serious Financial Hardship</u>	KCP reviews documents submitted and discussions with a requesting Fellow to individually determine financial hardship for qualification for forbearance.
<u>Service Credit/ Agreement</u>	KCP accepts the employer institution's classifications used for faculty and administrative positions to meet the employment service payback requirement of the KCP Fellowship Agreement.
<u>Total & Permanent Disability</u>	The condition of an individual who is unable to teach in a postsecondary faculty position on a part-time or full-time basis because of an injury or illness that is expected to continue indefinitely.
<u>Year</u>	<p>Program Year: Follows the state's fiscal year (October 1 through September 30)</p> <p>Agreement Year: An Agreement year begins on the date the Fellow signs the Agreement, with the anniversary falling on this same date each year.</p>

8.0 Program Coordinator List

Ms. Tara Novak
Administrative Assistant
Multicultural Academic Student Services
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112 Bovee University Center
Mt. Pleasant, MI 48858
 PHONE: 989-774-3945
novak1tm@cmich.edu

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Ms. Julie Delaney
 Assistant Director
 Office of Graduate

Dr. Mamie T. Thorns
 Special Assistant to the President for

Ms. Erin Cain
 Senior Fellowship

Study & Lifelong Learning Oakland University 520 O'Dowd Hall Rochester, MI 48309-4401 PHONE: 248-370-4156 FAX: 248-370-2566 delaney@oakland.edu	Diversity Programs Saginaw Valley State University 700 Bay Road, 314 Wickes Hall University Center, MI 48710 PHONE: 989-964-4397 FAX: 989-964-1314 mtthorns@svsu.edu	Officer Fellowship & Recruitment Program University of Michigan-Ann Arbor 122 Rackham Building 915 E. Washington Ann Arbor, MI 48109 PHONE: 734-764-8119 FAX: 734-647-2815 elowry@umich.edu
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Dr. Ann Lampkin-Williams Assistant to the Chancellor for Inclusion University of Michigan-Dearborn 1070 Administration Building 4901 Evergreen Rd. Dearborn, MI 48128 PHONE: 313-593-5321 lampkin@umd.umich.edu	Ms. Mary Deibis Office of Graduate Programs University of Michigan-Flint 251 Thompson Library Flint, MI 48502 PHONE: 810-762-3171 FAX: 810-766-6789 mdeibis@umflint.edu	Cindy Sokol Manager PhD Office, Awards & Events Graduate School Wayne State University 5057 Woodward, 6305.4 Detroit, MI 48202 PHONE: 313-577-8053 c.sokol@wayne.edu
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Ms. Carole Barduca Associate Director, Business Affairs Graduate School Wayne State University 4055 Faculty Administration Building Detroit, MI 48202 PHONE: 313-577-8051 FAX: 313-577-2903 c.barduca@wayne.edu	Mr. Tony O. Dennis Associate Director Graduate Student Recruitment & Retention The Graduate College Western Michigan University 1903 W. Michigan Avenue Kalamazoo, MI 49008-5435 Phone: (269) 387-1085 Fax: (269) 387-1254 E-mail: tony.dennis@wmich.edu	Ms. Linda Comrie Graduate College Diversity Programs Western Michigan University Seibert Admin. Building, Room 2310 Kalamazoo, MI 49008 PHONE: 269-387-1085 FAX: 269-387-1254 linda.comrie@wmich.edu
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9.0 Forms - Disclosure Statement & Payment Schedule**DISCLOSURE STATEMENT AND PAYMENT SCHEDULE****For King•Chávez•Parks Loan**

«Firstname» «Lastname»
 «Address1»
 «Address2»
 «City» «State» «Zipcode»

FFID: «SocialSecurityNumber»

Loan ID: «LoanID»

University: «Institution»

This "Disclosure Statement and Payment Schedule" is a notice and installment payment schedule for the King•Chávez•Parks (KCP) Fellowship previously made to you by the above-named Michigan university. The obligations set forth in the "Future Faculty Fellowship Program Agreement" that you signed agreeing to the conditions and requirements of the KCP Initiative Fellowship Award have not been met resulting in Default. Your KCP Initiative Fellowship Award has been converted to a KCP Loan.

You may appeal the determination that you have not fulfilled the conditions of your King•Chávez•Parks Fellowship Award. To do so, you must follow the KCP "Appeal Procedure." Contact the KCP state office at (517) 373-9700 for details.

You may, at your option and without penalty, prepay all or any part of your KCP loan principal and accrued interest at any time.

If any payment has not reached the KCP Initiative within ten (10) days after its due date, the KCP Initiative may bill you a late charge at the maximum rate permitted by the Michigan Department of Treasury at the time the payment was due.

WHAT YOU OWE:

KCP Loan Amount on Date of Default	«LoanBasis»
Minus: Master's/Doctoral Degree Credit «ResText»	- «Deg/ResCR»
Minus: Service Credit	- «ServiceCR»
Other Expenses «DebitText»	+ «Debit»
Total principal to be repaid	= «OriginalLoanAmt»
Plus: Interest* payable during repayment period	+ «TotalInt»
Total Amount Over Lifetime of Loan (includes principal and interest)	= «TotalLoan»
Total Amount Due if Paid by «FirstPayDate» (includes principal only)	= «OriginalLoanAmt»

*INTEREST will be added from the date of the Default and will be assessed at the rate and in the manner specified by MCL § 205.23 as amended, as though the KCP Loan were a deficiency of a tax owed.

REPAYMENT START DATE: «FirstPayDate».

YOUR PAYMENT SCHEDULE WILL BE: _____ monthly payments of «Mnthly» beginning «FirstPayDate» and a final payment in month _____ of «LastPay».

Make your installment payment checks payable to the "State of Michigan." It is also necessary that you include your Loan ID or social security number and the notation "KCP FFF Program" on your checks so that your payments can be readily credited to the proper program account. Mail your installment payments to: KCP Initiative, Michigan Workforce Development Agency, Victor Office Center, 2nd Floor, 201 N. Washington Square, Lansing, Michigan 48913. Questions may be submitted by email to Rudy Redmond at redmondrr@michigan.gov or by phone at (517) 373-9700.

Loan Reduction Credits

You may qualify for one or more of the King•Chávez•Parks (KCP) Loan Credits if:

- Failure to meet your KCP Fellowship agreement obligations did not result from any conduct which is a felony or other serious criminal act, or which involved fraud or false representation during the application stage, during pursuit of your degree required by your KCP Agreement.

To receive *Master's/Doctoral Degree Credit* or *Service Credit* the appropriate institution office must forward ORIGINAL documentation mailed in an institution envelope directly to the state office of the KCP Initiative. ALL WRITTEN DOCUMENTATION MUST BE RECEIVED NO LATER THAN SIXTY (60) DAYS BEFORE THE REPAYMENT START DATE indicated on the front of this "Disclosure Statement and Payment Schedule."

- I. Master's/Doctoral Degree Credit. The KCP Loan amount will be reduced by one third (1/3) if he/she has:
 - Obtained his/her master's/doctoral degree from a Michigan postsecondary institution; and
 - At the time the Fellow was awarded the KCP Initiative Fellowship he/she was a Michigan resident as defined by the degree awarding institution
- II. Service Credit. The KCP Loan amount will be reduced for each year the Fellow successfully completed full-time equivalent postsecondary teaching or administrative role in a public or private 2- or 4-year postsecondary institution in-state or out-of-state while in pursuit of his/her degree or after graduation.
 - Service Credit documentation letters contain: identification of each semester or quarter of service; identification of specific course(s) taught or role for each semester or quarter; and, indication whether the work was part-time or full-time for each of the semesters or quarters identified.
 - Service Credit Reductions shall be calculated as follows:
 - the KCP Loan amount existing after deduction for master's/doctoral degree credit, divided by three,
 - times the year or number of years the masters/doctoral Fellow completed the service requirement toward fulfillment of the obligation detailed in the signed KCP Fellowship Agreement.

Conditions of Repayment

- You may "Appeal" the determination that you have not fulfilled the conditions of your KCP Fellowship Program Agreement by following the attached "Appeal Procedure" and submitting your WRITTEN REQUEST TO THE STATE OFFICE OF THE KCP INITIATIVE NO LATER THAN SIXTY (60) DAYS BEFORE THE REPAYMENT START DATE indicated on the front of this "Disclosure Statement and Payment Schedule."
- The KCP Initiative shall cancel your unpaid KCP Loan amount if you die or are granted a disability waiver which certifies that you are totally and permanently disabled and, as a result, became unable to teach. You must submit a written request to the KCP Initiative indicating your intention to file for a discharge/cancellation of your KCP Loan obligations due to disability or death and request the required procedures and/or forms that must be completed.
- You may also choose to pay the total amount due, plus all interest and other charges, within the first 365 from the established start date for repayment and then submit a written request to the KCP Initiative to remit any interest or late charges that were assessed or collected during that first 365 days.
- Interest begins to accrue at the date established for repayment.
- A late charge may be assessed on any payment not received by the KCP Initiative within ten (10) days after its due date. The late charge is currently set at a maximum of \$15.00 or five percent (5%) of the payment then due.
- A fee, not to exceed \$25.00 will be charged for a check or other payment instrument that is dishonored because of insufficient funds in the account on which the check or instrument is drawn.
- You may also be assessed a collection fee (currently set at 20% of the total balance to be collected), interest, penalties, expenses and/or attorney fees incurred by the KCP Initiative, the Workforce Development Agency and the Michigan Department of Treasury for collection of any past due KCP Loan payment which may be added to the total amount of the KCP Loan due.
- Should your KCP Loan be forwarded to the Michigan Department of Treasury's Collection Division for further collection, your KCP Loan balance will automatically have an additional 20% collection fee (based on the total balance to be collected) added to your loan balance plus applicable penalties and interest. Interest will be compounded and added to your balance on a yearly basis.
- You may also submit a written request to the KCP Initiative to extend forbearance in the form of reduced monthly payments for any period or periods not to exceed a total of thirty-six (36) months. In order to be granted forbearance, you must demonstrate to the satisfaction of the KCP Initiative that you are experiencing serious financial hardship.
- The KCP Initiative may release to other parties or agents information regarding your KCP Loan obligation in order to effect payment or to verify the existence of this obligation.

9.1 Forms - Total and Permanent Disability Cancellation Request

TOTAL AND PERMANENT DISABILITY CANCELLATION REQUEST

Adopted October 1, 2001

WARNING: Any person who knowingly makes a false statement or misrepresentation with the intent to defraud on this form or any accompanying documents may be subject to criminal prosecution under MCL 750.218.

Section 1: Fellow Identification	
Name: _____	
Address: _____	
City/State/Zip: _____	
Home Telephone: _____	
Other Telephone: _____	E-Mail: _____

Section 2: Fellow Cancellation Request		
<p>Instructions for Fellow: Before signing this form, carefully read the information on this form. A representative may sign this form on your behalf if you are unable to do so because of your disability. Give this form to your doctor of medicine, osteopathy or psychiatry to complete Section 3 and have him/her return the form directly to the address provided in Section 6.</p>		
Fellow Request, Authorization, Understanding and Certifications		
<p>I REQUEST that my KCP Fellowship agreement obligations or KCP Loan be canceled by the State of Michigan, King•Chávez•Parks Initiative. I certify that I am unable to teach in a faculty teaching position part-time or full-time because of an illness or injury that is expected to continue indefinitely.</p>		
<p>I AUTHORIZE any physician, hospital, or other institution having records about the disability for which I am requesting a cancellation of KCP Fellowship agreement obligations or KCP Loan to make information from these records available to the KCP Initiative.</p>		
<p>I UNDERSTAND that this cancellation request will not be granted unless (1) all applicable sections of this form are completed, and (2) all additional requested documentation is provided.</p>		
<p>I CERTIFY that I have read, understand, and meet the eligibility criteria in Section 5 for cancellation due to total and permanent disability.</p>		
Signature of Fellow or Fellow’s Representative Fellow’s Representative (if applicable)	Date	Name of Representative’s
Address of Fellow’s Representative Relationship to Fellow		Representative’s

Section 3: Physician’s Certification
<p>Instructions for Physician: The Fellow identified above is applying for cancellation of his/her fellowship obligations or loan obligations based on total and permanent disability. You are being asked to complete this section of this form to certify that the Fellow is totally and permanently disabled. Note: The standard for determining disability for cancellation of the Fellow’s obligations may be different from standards used under other public and private programs in connection with occupational disability or eligibility for social services. Refer to the definition of Total and Permanent Disability in Section 5 of this form. You may complete and sign this form only if you are a doctor of medicine, osteopathy or psychiatry legally authorized to practice in a state. Provide all requested information: you may attach additional pages if necessary. Please type</p>

or print in dark ink. Sign the certification (a signature stamp is not acceptable) only if the Fellow's condition meets the definition of Total and Permanent Disability (see Section 5).

Return the completed form to the address identified in Section 6.

When did the Fellow's disabling condition begin (MM-DD-YYYY): _____

The Fellow became unable to teach on (MM-DD-YYYY): _____
and the disabling condition is expected to continue indefinitely or result in death.

The disabling condition has been continuous since the condition began? YES NO

Diagnosis of Fellow's present medical condition – specifically the nature, duration and severity of the Fellow's present and future impairments:

I certify that, in my best professional judgment, the Fellow identified above is unable to teach part-time or full-time in a postsecondary faculty teaching position because of an injury or illness that is expected to continue indefinitely. I understand that a Fellow able currently or in the future to teach in a postsecondary faculty position, even part-time, is not considered to have a Total and Permanent Disability.

I am a (check one) _____ doctor of medicine _____ doctor of osteopathy _____
psychiatrist
legally authorized to practice in the state of _____ and my professional
license number issued by that state is _____.

Physician's Signature (print)	Date	Name
----------------------------------	------	------

Address City	State	Zip
-----------------	-------	-----

Telephone	E-Mail
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Section 4: King•Chávez•Parks Initiative Certification

I certify that I have reviewed all application and support documentation provided and find that the application is complete and that it supports the conclusion that the Fellow has a Total and Permanent Disability as defined in Section 5 and that all KCP Fellowship agreement obligations and/or KCP Loan are discharged as of the date the Fellow became Totally and Permanently Disabled.

King•Chávez•Parks Initiative Representative Signature Name and Title	Date	Print
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\$ _____ dollars received as payments after the date of the disabling condition will be requested to be returned by the State of Michigan as of this date _____ . (A copy of the letter of request will be forwarded to the Fellow.)

Section 5: Definitions/Eligibility Criteria for Total and Permanent Disability Cancellation

Definition: The condition of an individual who is unable to teach in a postsecondary faculty position on a part-time or full-time basis because of an injury or illness that is expected to continue indefinitely.

Fellow Eligibility Criteria

- You must be unable to teach in a postsecondary faculty position on a part- or full-time basis because of an injury or illness that is expected to continue indefinitely. If you are able – currently or in the future – to teach, even on a limited basis, you are not eligible for cancellation of your KCP Fellowship agreement obligation and/or KCP Loan based on Total and Permanent Disability.
- Your cancellation may not be based on a condition that existed at the time you applied for your KCP Fellowship unless the condition has since substantially deteriorated so that you are now totally and permanently disabled.
- If you are granted a cancellation due to Total and Permanent Disability, you are not eligible for future KCP Fellowships unless you (1) obtain a certification from a physician that you are able to teach, and (2) acknowledge in writing that the new Fellowship cannot be cancelled on the basis of any condition present when the Fellowship is made, unless the condition substantially deteriorates.

Section 6: Where to Send the Completed Total and Permanent Disability Cancellation Request

Return the completed form and attachments to:

Michigan Workforce Development Agency
King•Chávez•Parks Initiative
Victor Center, 2nd Floor
201 N. Washington Square
Lansing, MI 48913

If you need help completing this form, call the King•Chávez•Parks Initiative at (517) 373-9700.

9.2 Forms- On Site Monitoring Focus

State of Michigan
Workforce Workforce Development Agency * King•Chávez•Parks (KCP) Initiative
Future Faculty Fellowship (FFF) Program
P.A. ____ On-Site Monitoring Focus
State Fiscal Year: October 1, ____ through September 30, ____

Institution: _____ Program Name: _____

Date of Visit: _____ Last On-Site: _____

State KCP Initiative Office Use Only:

Program Status Overview

- Timely completion of: unexpended/unencumbered report; degree completion report; and, annual fiscal close-out?
o YES NO (circle one)
o Comments:

- Timely returning, if applicable, of unexpended FFF allocation funds to the State?
o YES NO NA (circle one)
o Comments:

- Timely transfer, if applicable, of allocated funds?
o YES NO NA (circle one)
o Comments:

- Pre-approved and detailed administrative expenses are part of the annual fiscal reporting?
o YES NO NA (circle one)
o Comments:

- Adequately maintains individual electronic student records within the KCP Web System?
o YES NO (circle one)
o Comments:

- Timely submission of individual signed contract agreement(s) to the State of Michigan KCP Office?
o YES NO (circle one)
o Comments:

- Individual fellowship awards are within the range of allowable awards?
o YES NO (circle one)
o Comments:

Technical Assistance Topics for On-Site

FFF Program Coordinator

These are the questions that will guide the On-Site Monitoring Visit. The Institutional FFF Program personnel will prepare for the On-Site Monitoring visit by reviewing the content of this form and pulling together program documents, resources, etc. that the institution share with the KCP Representative(s). The Institutional FFF Program Team should prepare written short answer responses to each of the questions included in this On-Site Monitoring Focus form.

It will also be helpful to review and prepare questions the Institutional FFF Program Team may have concerning KCP State program policies and procedures. The KCP Future Faculty Fellowship (FFF) Program Administrative Handbook is available at:

<http://kcp.michiganops.net>. Select "Future Faculty Fellowship," log in and navigate to the Resources tab where you will find the Administrative Handbook.

1. Selection Process

a. The University has a Future Faculty Fellowship Award Selection Committee that includes both faculty and institution representatives as members? YES NO (circle one)

b. The FFF Award Selection Committee has met at least once annually and has maintained records from each committee meeting? YES NO (circle one)

c. Is there satisfactory involvement of key institution administrators, offices, faculty, and staff in the FFF Award Selection Committee to monitor compliance with Michigan's Proposal 06-02? YES NO (circle one)

If Yes, please provide specific examples of the involvement and role of the individual(s) in the identification and selection of program participants.

Comments:

2. The Institutional FFF Program has clear and consistent procedures for monitoring Fellows academic progress?

YES NO (circle one)

Comments:

3. There are indicators that this FFF Program has developed effective strategies for communicating and maintaining contact with Fellows? YES NO (circle one)

Comments:

4. Review Institutional FFF Program Printed and Electronic Marketing and/or Resources Materials

a. Does the Institutional KCP FFF Program have its own web site? YES NO (circle one)

b. Is there FFF Program information on any college/department/office/institution page? YES NO (circle one)

If yes, for either question a or b, please identify all the web links for any on-line Institutional FFF Program information.

Is the information provided with these resources consistent with program intent; legislative and Administrative policy compliant; Michigan Proposal 06-02 compliant; and, materials include reference to the funding support provided by the State of Michigan's KCP Initiative?

YES NO (circle one)

Comments:

5. A minimum of three (to five) active individual Institutional Future Faculty Fellows files will be reviewed for accuracy and completion

per established FFF Program Administrative Handbook standards. The files will be selected at random by the State KCP representative at the time of the review.

File # 1 Findings:

File #2 Findings:

File #3 Findings:

6. Overall Comments.

List of the Names and Titles/Roles of ALL Institution Representatives Participating in this On-Site:

State KCP Initiative Office Use Only

Overall Comments:

Have innovative Best Practice Strategies been developed? YES NO (circle one)
If yes, briefly describe strategy.

On-Site Visit Conclusion:

- Program Implementation Exceeds Established Standards
- Program Implementation Meets Established Standards
- Program Implementation Requires Modification. Follow-up required.
- Program Implementation Significantly Different than Approved Application or Outside of Legislation or Administrative Guidelines. Follow-up required.

Redirection attachment forwarded dated: _____

Monitoring Completed By: _____ Date Completed:

Original(s) filed in KCP institution file.
Copies forwarded to:

(Revised October 9, 2012)

9.3 Form: Non-Traditional Service - Under Construction

10.0 Program & Oversight Timeline

State of Michigan
Workforce Development Agency - King•Chávez•Parks Initiative
Future Faculty Fellowship (FFF) Program & Oversight Timeline

Program Period: October 1, 2013 through September 30, 2014

PA 60 of 2013

2013

October 1, 2013	New Program Year PA 60 Program Period: October 1, 2013 through September 30, 2014
Oct. 1, 2013 – Sept. 30, 2014	On-Site Monitoring: Scheduled as appropriate for individual institutions.
December 29, 2013	Year End reporting deadline for data entry into website for PA 201

2014

March 30, 2014	Required Program Meeting for all KCP Initiative Programs on Sunday March 30, 2014 . University of Michigan - Ann Arbor (times to be determined)
March 30 - April 1, 2014	KCP Equity in the Classroom Conference March 30 - April 1, 2014 . Host Institution: University of Michigan - Ann Arbor.
July 14, 2014	Unexpended/Unencumbered deadline for data entry for all FINAL PA 60 awards. No Exceptions.
July 21 – September 30, 2014	Transfer any identified unexpended/unencumbered FFF funds and close of fiscal year.
July 2014, - August 2013	Fall 2014 FFF Program Meeting: Location TBA.
September, 2014 – December, 2014	KCP Initiative sends advanced notification of funding once H.E Appropriations are available
September 30, 2014	End of Program Year PA 60 program period: October 1, 2013 through September 30, 2014
July 21 – September 30, 2014	Identify and transfer FFF funds per Fellowship needs
October 1, 2014	New Program Year PA (TBA) program period: October 1, 2014 through September 30, 2015
December 19, 2014	Year End reporting deadline for data entry into website for PA 60.

Close