

State of Michigan
Department of Labor and Economic Opportunity -
Workforce Development (LEO-WD)
King•Chávez•Parks (KCP) Initiative



Future Faculty Fellowship (FFF) Program Administrative Handbook

Effective October 1, 2019

The Michigan Legislature determines funding of the FFF Program through the annual Higher Education Appropriations legislative process. The KCP Initiative Office provides oversight and technical assistance for the KCP FFF Program. Funds are disbursed directly to the fifteen public universities who administer it in a manner prescribed by WD. All funds and expenditures are subject to monitoring by WD and audit by the Office of the Auditor General. The FFF program year begins on October 1 and ends on September 30.

The KCP Initiative hosts required statewide meetings of university representatives to provide an opportunity for programs to exchange information on successful practices, keep abreast of educational reform, be informed of program updates, and receive technical assistance training or professional development.

The guidelines and reporting responsibilities in this handbook assist the university FFF Representatives in implementing successful programs. The policies and procedures have been approved by WD.

Questions from university representatives can be directed to Kari Hiner, Departmental Analyst – Special Programs, at 517-930-7679 or hinerk@michigan.gov. Questions from Fellowship recipients and electronic documentation submissions can be sent to Future Faculty@michigan.gov or 517-241-9898.

The KCP Initiative Office mailing address follows:

KCP Initiative – FFF Program
Workforce Development
Michigan Department of Labor and Economic Opportunity
201 N. Washington Square, 5th Floor
Lansing, Michigan 48913

FFF Program Administrative Handbook

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SECTION 1: LEGISLATIVE DIRECTIVE AND PROGRAM DESCRIPTION

Until the signing and publication of the Public Act of 2019, the FFF Program will continue to operate in accordance with Public Act No. 265 of 2018.

Public Act No. 265 of 2018 Legislative Directive

Sec. 276.

(1) Included in the appropriation for fiscal year 2018-2019 for each public university in section 236 is funding for the Martin Luther King, Jr. - Cesar Chavez - Rosa Parks future faculty program that is intended to increase the pool of academically or economically disadvantaged 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 applicants who would otherwise not adequately be represented in the graduate student and faculty populations. Each public university shall apply the percentage change applicable to every public university in the calculation of appropriations in section 236 to the amount of funds allocated to the future faculty program.

(2) The program shall be administered by each public university in a manner prescribed by the workforce development agency. The workforce development agency shall use a good faith effort standard to evaluate whether a fellowship is in default.

Program Description

The FFF Program was created by the Michigan State Legislature in 1986 as part of the larger KCP Initiative, designed to stem the downward spiral of college graduation rates for students underrepresented in postsecondary education. The purpose of the FFF Program is to increase the pool of academically or economically disadvantaged 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. Universities should encourage applicants who would otherwise not adequately be represented in the graduate student and faculty populations to apply. (Refer to Section 2.2: Fellow Eligibility and Selection.)

FFF recipients are required, by signed agreement, to pursue and obtain a master's or doctoral degree at one of the fifteen public universities in Michigan. FFF recipients are also obligated to obtain a postsecondary faculty teaching or approved administrative position at a public or private, 2- or 4-year, in-state or out-of-state postsecondary institution and remain in that position for up to three years equivalent full-time, dependent upon the amount of the Fellowship Award. Fellows who do not fulfill the obligations of their Fellowship Agreement may be placed in default, which results in the Fellowship converting to a loan, referred to as a KCP Loan, that the Fellow repays to the State of Michigan.

SECTION 2: POLICIES AND PROCEDURES

These policies and procedures for the KCP FFF Program shall remain in effect for all subsequent Public Acts unless rescinded or amended.

SECTION 2.1: ACCOUNTING AND BUDGET

- A. **Fiscal/Program Year** – The State of Michigan fiscal year and the FFF program year begin October 1 and end September 30.
- B. **Accounting Records** - All FFF Program Representatives and Financial Coordinators shall adhere to Generally Accepted Accounting Principles and shall maintain records that will allow for the comparison of reported data to university accounting data. Accounting records must be supported by source documentation. The university's overall financial management system must ensure effective control over, and accountability for, all funds received.
- C. **Disbursements** – The FFF Program Representative will determine an award disbursement schedule for each Fellow. The award may also be disbursed in one lump sum.
1. Disbursements may not begin until after the signed Fellowship Agreement has been received, uploaded, and approved in the KCP online system by the KCP Initiative Office.
 2. The total FFF Award(s) amount must be disbursed prior to degree conferral. Awards may only be reduced under certain circumstances and must be approved by the KCP Initiative Office. (Refer to Section 2.3: FFF Awards & Agreements).
- D. **Financial Coordinator** - Each FFF Program shall always have in place a designated Financial Coordinator with access to the university's accounting records to provide oversight of all FFF financial transactions. Failure to have an approved Financial Coordinator in place will result in the freezing of expenditures until the issue is resolved.
1. The addition of a new Financial Coordinator requires the submission of the individual's resume or curriculum vitae, demonstrating financial education, certification, and/or qualifying experience.
 2. The Financial Coordinator is responsible for verifying and submitting an annual certification of the award disbursements for each Fellow during the Annual Reporting period. Disbursement dates and amounts must be an exact match to university accounting records.
 3. When notified of a Fellow's degree obtainment, the Financial Coordinator must do a final review and submission of the disbursement record, ensuring that the total FFF Award(s) amount has been disbursed.
- E. **Unexpended Funds Reporting** - FFF Program Representatives shall identify and report anticipated unexpended and/or unencumbered funds annually by April 15th. Encumbered funds are those funds that were committed by a Fellowship Agreement that is signed during the current fiscal year or administrative expenses that have been approved by the KCP Initiative.

F. **Unexpended Funds Transfers** - Prior to the end of the program year, unexpended and/or unencumbered funds may be transferred, under the direction of the KCP Initiative, to an FFF Program at another university to award to an eligible candidate. During a period designated by the KCP Initiative, universities may submit for consideration (by email) eligible candidates whose application materials were reviewed by the FFF Award Selection Committee, but a) were not awarded the maximum award amount, or b) were deemed worthy candidates, but did not receive an award. Submissions must include:

- Full name and last four digits of their Social Security Number
- Completed and verified FFF Eligibility Statement dated during the current program year
- Candidate's previous degree obtainment and current degree program
- Whether or not this applicant is a previous KCP FFF recipient

Priority will be given as follows:

1st priority: Candidates that do not already possess a graduate degree.

2nd priority: Candidates for a Doctoral Fellowship over candidates for a Master's Fellowship.

3rd priority: New applicants over previous FFF award recipients.

G. **Return of Unexpended Funds** - FFF Program allocations not expended or encumbered by the funding expiration date will revert to the State General Fund. Funds must be returned **by the second Monday of December** 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, Public Act (PA) ###."

H. **Administrative Expenses** - Up to five percent of the FFF Program allocation may be used for administration of the program. The costs of administration are that allocable portion of necessary and reasonable expenses related to the major functions of the program. Examples of allowable administrative expenses may include:

- Personnel – the percentage of salaries/wages equivalent to the amount of the employee's time dedicated to performing FFF tasks.
- Office supplies and postage – consumable office products and postage necessary for the completion of required FFF tasks.
- Travel – transportation, lodging and meals for FFF Representatives to attend required KCP Initiative meetings.

The FFF Representative must seek pre-approval prior to using funds for any administrative purposes not listed above. FFF funds may not be utilized for expenses related to program marketing. To utilize FFF funds for administrative purposes:

1. The university must provide the KCP Initiative Office with an itemized list of administrative expenses for review and approval (no later than one week after the end of the program year in which they were expended).
2. The KCP Initiative Office will enter the approved amount in the Budget Summary.
3. The university must retain itemized receipts/invoices in the program files.

- I. **Tax-Exempt** - The KCP Initiative Fellowship Award is treated as a grant, and universities do not submit an IRS Form 1099. The Fellowship Award is, therefore, not treated as taxable income.

SECTION 2.2: FELLOW ELIGIBILITY & SELECTION

FFF Programs at each university must hold an annual competition open to all students for FFF Awards.

A. Each university must have an FFF Award Selection Committee:

1. The Selection Committee must consist of a minimum of two faculty members and one non-faculty member. Dual-role employees shall be categorized based upon the larger percentage of duties currently performed.
2. The Selection Committee must meet a minimum of once per year to review and rank FFF Award applications.
3. A standardized format for reviewing and rating every FFF Award application must be used by the Selection Committee.
 - a. Preference may not be given to applicants on the basis of race, color, ethnicity, gender, or national origin.
 - b. As the intent of the FFF Program is to **increase the pool** of academically or economically disadvantaged candidates pursuing faculty teaching careers in postsecondary education, the KCP Initiative does not encourage awards to persons already having master's or doctoral degrees. Requests for exceptions may be submitted to the KCP Initiative Office by the university representative and should include a justification that indicates how an additional degree will facilitate postsecondary teaching employment.
4. Records and support documents of the Selection Committee review process must provide the rating and ranking of each FFF Award application considered.
5. Committee records, including the application materials for applicants that were not selected, must be maintained in the university's FFF Program files.

B. Applicants requesting consideration for an FFF Award must be able to provide documentation for the following eligibility criteria:

1. The applicant is a citizen of the United States.
2. The applicant meets the university's requirements for Michigan residency.
3. The applicant has been accepted at that Michigan public university into a graduate degree program that facilitates a career in postsecondary teaching.
4. The applicant is in good academic standing, as defined by the university.
5. The applicant is not currently in default on any guaranteed student loan.

6. The applicant has not previously received another FFF Award for the same degree level (master's/specialist or doctorate). (*Note: Applicants that did not receive the maximum allowable award may reapply for additional funds while still in pursuit of that degree.*)
7. The applicant is not currently a recipient of an FFF Award at another university for a degree that has not been completed.
8. The applicant has not previously had an FFF Award converted to a KCP Loan.
9. The applicant is academically or economically disadvantaged, as defined by the KCP Initiative.

Additional criteria may be added by the university.

University hardcopy files for each candidate must include the required documentation for each eligibility criterion in accordance with the KCP FFF Eligibility Requirements document. A completed KCP FFF Eligibility Statement must be submitted to the KCP Initiative Office prior to the KCP Initiative's final approval of a selected candidate.

Presently, Lake Superior State University (LSSU) does not have a graduate degree program. Therefore, current faculty and staff members of LSSU may apply for FFF funding allocated to LSSU to support their pursuit of a graduate degree at another Michigan public university. The applicant must be able to justify to the satisfaction of the university's Selection Committee and the KCP Initiative that obtainment of the proposed degree will enable the applicant to teach postsecondary courses that they would otherwise not be qualified to teach.

- C. In addition to a completed KCP FFF Eligibility Statement, applications for FFF Awards must include, at a minimum, the following items:
 1. An educational and career goal statement linking the applicant's interests and academic preparation to his/her current studies and postsecondary teaching career focus.
 2. Identification of all current or past FFF Awards by year, degree level, and university.
 3. Identification of all previously earned graduate degrees.

Additional application materials may be requested by the university.

SECTION 2.3: FFF AWARDS AND AGREEMENTS

- A. The FFF Award maximum for a master's level Fellow is \$20,000.00 and for a doctoral Fellow is \$35,000.00. Universities may establish award amounts at levels lower than the allowable maximum.
- B. Fellows must sign a completed "Future Faculty Fellowship Program Agreement" in the presence of the university FFF Representative. In an extenuating circumstance, the Fellow may sign in the presence of a registered notary with prior approval from the KCP Initiative Office. Before signing, the university FFF Representative must ensure that the Fellow has:

1. Reviewed the current FFF Service Credit Guidelines, Non-Traditional Pre-Approval Form, Administrative Pre-Approval Form, and Service Reporting Form.
 2. Reviewed all conditions and obligations of the Agreement.
 3. Had the opportunity to ask questions or clarify any condition or obligation in the Agreement.
- C. The original copy of the signed Fellowship Agreement **must be received and approved by the KCP Initiative Office prior to the disbursement of the FFF Award**. Agreements should be postmarked no later than seven calendar days after the signature date. Agreements may not be sent electronically.
- D. A Fellow whose FFF Award was less than the current allowable maximum under that degree level may reapply for an award expansion during a subsequent program year, so long as the Fellow is still in pursuit of the agreed-upon degree and still meets all eligibility criteria. Expanded funds are not guaranteed.

If a Fellow has been selected for an expanded award, the university Representative shall do the following:

1. Notify the KCP Initiative Office and request that the award section of the online record be unlocked.
2. Add the expansion award as a **new** award. (Do not edit the previous award.)
3. Print a new Fellowship Agreement and witness the signing.
4. Mail the new Fellowship Agreement and new Eligibility Statement to the KCP Initiative Office.

The newly signed Agreement will reflect the original award and expanded award separately. The terms of the new Agreement supersede the previous, though both are maintained in the record. The signature date of the previously signed Agreement will continue to be the established contract signature date in the KCP online system, used to determine the degree deadline.

If the university's Selection Committee chooses to award additional funds to a Fellow using funding from the *same* program year as the previous award, this is not considered an expanded award, rather an edited award. The KCP Initiative Office will provide alternative instructions upon notification.

- E. If a Fellow has a legal name change, name change documentation should be submitted to the KCP Initiative Office. Until verified, all FFF records shall reflect the former name. Only KCP Initiative staff may change a Fellow's name in the KCP online system.
- F. An FFF Award may only be reduced in the following situations:
1. A Fellow voluntarily chooses to have their Fellowship Award reduced. They have submitted to the university and the KCP Initiative Office a signed and dated statement that includes the amount of the award that they are declining.

2. The Fellow has defaulted, and the university has lost contact with a Fellow to make the final disbursement or request a declination statement. The university has documented multiple methods of unsuccessful contact during a reasonable amount of time.
3. A university provides documentation to the KCP Initiative that the Fellow has violated a university policy that resulted in the nullification of remaining financial aid. (This may include an instance in which the student has met or exceeded the university's maximum allowable financial aid.)
4. The Fellow has defaulted on the Agreement as the result of "conduct which is a felony or other serious criminal act, or which involves fraud or false representation."

The award reduction will be made in the KCP system by the KCP Initiative Office after appropriate documentation has been received. Reducing an award amount will create unexpended funds in the Budget Summary for that program year. If the expiration date for the funds has not passed, the funds may be awarded to another candidate selected by the university's Selection Committee. If the expiration date has passed for that funding year, the funds must be returned to the KCP Initiative Office by a check written to "State of Michigan" with "KCP FFF PA ### Unexpended Funds – [Fellow's last name]" in the check memo.

SECTION 2.4: FFF AWARD OBLIGATIONS

The section that follows details the award obligations for FFF Agreements signed during **this program year**. As contract language may change, consult the Agreement uploaded in the KCP online system or hardcopy in the Fellow's file for Agreements signed during previous program years.

- A. Each FFF Doctoral Award Fellow agrees:
 1. To pursue and obtain the agreed upon doctoral degree at a Michigan postsecondary institution within eight calendar years of signing the Agreement and to ensure that the KCP Initiative Office is provided with written evidence of degree obtainment.
 2. To maintain good academic standing at the university, as defined by the institution.
 3. To not accept a second KCP Initiative FFF Award.
 4. To begin part- or full-time faculty teaching or an approved administrative position at an accredited public or private, two- or four- year postsecondary institution, in-state or out-of-state, within one calendar year after conferral of the doctoral degree.
 5. That the service obligation shall be determined by the total amount of the FFF Award(s) as outlined below:
 - a. Up to \$11,667.00 of a doctoral award results in a 1-year equivalent full-time service commitment.
 - b. \$11,668.00 to \$23,334.00 of a doctoral award results in a 2-year equivalent full-time service commitment.
 - c. \$23,335.00 to \$35,000.00 of a doctoral award results in a 3-year equivalent full-time service commitment.

6. To ensure that the KCP Initiative Office is provided with written evidence of service completion from the postsecondary institution of employment at the conclusion of each academic term or year.
7. To advise the KCP Initiative Office within 30 calendar days, in writing, of any change in name or contact information, or withdrawal from the university.

B. Each FFF Master's Award Fellow agrees:

1. To pursue and obtain the agreed upon master's degree at a Michigan public university within four calendar years of signing the Agreement and to ensure that the KCP Initiative Office is provided with written evidence of degree obtainment.
2. To maintain good academic standing at the university, as defined by the institution.
3. To not accept a second FFF Award for the same degree level.
4. To begin part- or full-time faculty teaching or an approved administrative position at an accredited public or private, two- or four- year postsecondary institution, in-state or out-of-state, within one calendar year after conferral of the master's degree.
5. That the service obligation shall be determined by the total amount of the FFF Award(s) as outlined below:
 - a. Up to \$8,333.00 of a master's award results in a 1-year equivalent full-time service commitment.
 - b. \$8,334.00 to \$16,667.00 of a master's award results in a 2-year equivalent full-time service commitment.
 - c. \$16,668.00 to \$20,000.00 of a master's award results in a 3-year equivalent full-time service commitment.
6. To ensure that the KCP Initiative Office is provided with written evidence of service completion from the postsecondary institution of employment at the conclusion of each academic term or year.
7. To advise the KCP Initiative Office within 30 calendar days, in writing, of any change in name or contact information, or withdrawal from the university.

C. Academic good standing is defined by each university and may be based upon GPA, continuous enrollment, and degree completion deadlines determined by the graduate degree program. A Fellow that takes a leave of absence from the degree program that is supported/approved by the graduate school may still be considered in good standing. A Fellow dismissed by the university for non-academic reasons, such as a conduct violation, is no longer in good standing.

SECTION 2.5: CHANGING DEGREE PROGRAMS

A. Fellowship recipients are obligated to pursue and obtain the degree that was indicated in the application materials and reported in the KCP system. The following degree program changes will result in a default and conversion to a KCP Loan:

1. Changing from a Doctorate to a Master's/Specialist.
2. Moving to an out-of-state or private postsecondary institution.

B. In the following circumstances, it is at the discretion of the awarding university to determine whether the new degree program will be honored to fulfill the Agreement obligation:

1. Changing programs at the same degree level.
2. Changing from a Master's to Specialist (or vice versa).
3. Changing from a Master's/Specialist to a Doctorate.

The FFF Representative shall consult with other university staff, such as the Fellow's advisor, the Selection Committee, or the graduate school dean. In all cases, the new degree must still facilitate a career in postsecondary teaching.

C. In all cases, the original Agreement signature date will not change. The degree deadline will be extended by four years if the university approves the change from a Master's/Specialist degree to a Doctorate degree. Should the change result in an expected degree obtainment date beyond the four or eight years allowed by the Agreement, the Fellow must submit the appropriate documentation to request the maximum one-year extension.

D. If the new degree program is at the **same university** and for the **same degree level** (or Master's to Specialist or vice versa), the FFF Representative shall email the KCP Initiative Office to notify them of the program change, stating that the new degree program will be honored to fulfill the degree obtainment obligation. The KCP Initiative Office will unlock the Fellowship record, allowing the FFF Representative to update and submit the new academic program information.

E. If changing from a **Master's/Specialist degree program to a Doctoral degree program**, the FFF Representative must notify the Fellow of the following conditions, in writing:

1. The signature date of the original Master's Fellowship Agreement will be used to determine the new eight-year degree obtainment deadline.
2. The terms of the Doctoral Fellowship Agreement will supersede the terms of the Master's Agreement. The Master's Agreement will be voided, though will remain part of the Fellow's record.
3. Should the new Doctoral Fellow fail to obtain the agreed-upon doctoral degree and accept a Master's/Specialist degree instead, the Fellow will be in default of the Doctoral Agreement. Reverting to a Master's Agreement is not permitted.
4. The Fellowship Award amount will remain the same. The Fellow may be eligible for an expanded award, though additional funds are not guaranteed. They may apply for additional funds during the next application period at the university.

F. To change from a **Master's/Specialist degree program to a Doctoral** degree program at the **same university**, the FFF Representative shall email the KCP Initiative Office to notify them of the approved program change. The KCP Initiative Office will reduce the original

award to \$0, creating unexpended funds in the Budget Summary for the original PA funding year for the university. The university will:

1. Create a new Doctoral Fellowship.
 2. Award the same amount of funds from **the same PA funding year** of the original award.
 3. Enter the "Signature Date of Contract Form" in Part 3 Question 1g as the signature date of the original Master's Agreement.
 4. Note the program change from Master's/Specialist to Doctorate in "General Program Notes" in Part 3 Question 1h.
 5. Print and witness the signing of the Doctoral Fellowship Agreement.
 6. Witness the Fellow writing VOID and initialing all pages of the university's copy of the Master's Fellowship Agreement.
 7. Copy both the voided and the new agreements for the university's records and mail the originals to the KCP Initiative Office.
 8. Enter and submit the disbursements previously made under the Master's Fellowship. (This step can only be completed by the Financial Coordinator after the new Fellowship has been approved by the KCP Initiative office in the KCP online system.)
- G. If the Fellow is transferring to **a different Michigan public university**, the FFF Representative shall email the KCP Initiative Office to notify them of the approved program change. The KCP Initiative Office will contact the FFF Representative at the new university to determine if they are willing to accept the Fellow into their FFF Program.
1. If the new university agrees to do so, the KCP Initiative will move the Fellow's record to the Fellowship Manager of the new university. The awarding university will send any undisbursed funds to the new university. The new university will be responsible for disbursing any remaining funds on an agreed-upon schedule and submitting Annual Reporting for the Fellow.
 2. If the new university declines the FFF transfer, it will become the Fellow's responsibility to provide documentation of their academic good standing annually to the FFF Representative at the awarding university. The awarding university will retain reporting and disbursement responsibilities for the Fellow.

SECTION 2.6: SERVICE CREDIT GUIDELINES AND REPORTING

University FFF Representatives shall ensure that all Fellowship recipients pursuing their degrees, completing their service obligation, and in default of their obligations receive updated KCP Initiative FFF Program service credit documents as they are made available:

- Service Credit Guidelines
- Service Reporting Form
- Non-Traditional Service Pre-Approval Form

- Administrative Service Pre-Approval Form

A. **Teaching service credit** may be granted for serving as the instructor of record for credit-earning courses at an accredited, public or private, two- or four-year, postsecondary education institution. Teaching assistantships do not qualify for traditional teaching service credit but may qualify for non-traditional service credit if pre-approved by the KCP Initiative.

B. **Administrative service credit** may be granted for positions at an accredited, postsecondary education institution that requires a **minimum of a master's degree** and must satisfy one of the following categories:

1. Working directly with postsecondary students in an academic advising or student affairs role (e.g. student success counselor, ombudsperson).
2. Directing programs designed to support the retention and academic success of postsecondary students (e.g. student success coordinator, director of student engagement).
3. Providing supervision and direction of the curricular and instructional affairs of a specific academic unit (e.g. dean, department chair, provost).

It is highly recommended that fellows seek pre-approval from the KCP Initiative for administrative positions to ensure that the position qualifies.

C. **Non-traditional service credit** may be granted for similar roles requiring less than a master's degree. Non-traditional service proposals:

1. Should be reviewed with the university FFF Representative prior to submission.
2. **Must** receive pre-approval from the KCP Initiative prior to the start of the service.
 - a. Only non-traditional service completed after the approval date may qualify for service credit.
3. Can only be approved for a maximum of one-third of the FFF service obligation.

Qualifying non-traditional service roles must work directly with postsecondary students and satisfy one of the following categories:

- a. Working as a Graduate Teaching Assistant in the instruction of courses, labs, or seminars.
- b. Tutoring, mentoring, counseling, or advising in a campus- or community-based program designed to support postsecondary retention and academic success.

Pre-approval forms should be submitted 30 calendar days prior to the start of the position.

D. General FFF Service Credit Policies

1. Fellows must submit verification of qualifying employment within one calendar year after degree conferral.
2. Fellows must continue to submit verification of qualifying service annually following degree conferral until the obligation has been satisfied.

3. Fellows may submit a written request for an additional successive year extension to secure and commence qualifying postsecondary employment. A maximum of three additional successive years may be granted under the following conditions:
 - a. 1st extension – for any reason, if requested prior to the one-year deadline.
 - b. 2nd extension – for a documented academic, personal, or professional circumstance disrupting service progress.
 - c. 3rd extension – for a documented medical disability temporarily preventing employment.
4. Service credit may only be earned for service occurring after the signature date of the FFF Program Agreement.
5. A maximum of 0.5 year of service credit may be earned per academic semester.
6. A maximum of 1.0 year of service credit may be earned per academic year.
7. A maximum of 1.0 year of service credit may be accrued prior to degree obtainment.
8. The service from multiple, consecutive academic terms may be combined to meet the minimum needed for service credit.
9. Service credit guidelines and policies are subject to change and submitted service is credited in accordance with the guidelines in effect at the time of submission.

E. Service credit is calculated as a fraction of a year of full-time employment by academic term:

	1/2-year credit (0.5)	1/4-year credit (0.25)	1/6-year credit (0.166)
Full-Time Faculty (as defined by the institution)	14 weeks	Minimum 7 weeks	Minimum 4 weeks
Part-Time (hourly)	Weeks x hours = minimum 560 hrs.	Weeks x hours = minimum 280 hrs.	Weeks x hours = minimum 186 hrs.
Part-Time (%)	Weeks x % = minimum 14	Weeks x % = minimum 7	Weeks x % = minimum 4
Part-time Teaching (credit hours)	n/a	Minimum 6 credits	Minimum 3 credits

F. KCP FFF Service Reporting Form submission instructions:

1. Administrative service reporting requires the submission of the position description provided by the institution’s human resources (HR) or academic affairs office. If the position description does not include the minimum degree required for the position, please include a statement from an HR or academic affairs director verifying that the position requires a master’s degree or higher. Positions that require less than a master’s degree do not qualify for FFF administrative service credit.
2. Hand-written signatures are required.
3. Service Reporting Forms cannot be submitted by the Fellow.

4. For verification purposes, Service Reporting Forms must be submitted to the State KCP Initiative Office from the institution email account of the form's signatory.
5. Service Reporting Forms are to be scanned and emailed to FutureFaculty@michigan.gov. The Fellow should be copied on the email.
6. If unable to submit by email, the document with an original signature may be mailed in an institution envelope to:

KCP Initiative – FFF Program
 Workforce Development
 Michigan Department of Labor and Economic Opportunity
 201 N. Washington Square, 5th Floor
 Lansing, MI 48913
7. All non-electronic submissions will be verified with the form's signatory.

SECTION 2.7: REPAYMENT UPON DEFAULT

The section that follows details the repayment conditions for FFF Agreements signed during **this program year**. As contract language may change, consult the Agreement uploaded in the KCP online system or hardcopy in the Fellow's file for Agreements signed during previous program years.

- A. Default occurs when a Fellow has failed to meet any defined Agreement obligation at either the master's or doctoral degree level.
 1. The FFF Fellow agrees that he/she shall be in default of the FFF Agreement if either of the following occurs:
 - a. Failure to meet any condition, requirement, or obligation described in the Agreement.
 - 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 the Agreement, the Fellow engages in any conduct which is a felony or other serious criminal act, or which involves fraud or false representation.
 2. The Fellow agrees that a default will cause the FFF Award(s) to become a KCP Loan. The Award amount(s), less any declined or forfeited funds, degree credit, or service credit, will become the principal due under the KCP Loan. The 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 loan repayment start date stated in the Disclosure Statement and Payment Schedule. The interest will be fixed at the rate in effect on the date of default as declared by the Michigan Department of Treasury (MDT) pursuant to MCL § 205.23. The interest will be compounded daily. The Fellow will also owe late charges if the KCP Loan is not repaid in accordance with the Disclosure Statement and Payment Schedule.
 3. If the Fellow pays the total amount of the KCP Loan plus interest and fees within 365 calendar days from the date of the default, the KCP Initiative may waive or remit any interest that was assessed or collected.
 4. The Fellow understands that the KCP Loan plus interest and fees will be fully paid within 10 calendar years of the date of default. The minimum monthly payment shall be at least \$100.00 per month.

B. Conditions of Repayment:

1. Payments are due the first day of every month. Any month in which the payment has not reached the KCP Initiative Office by the tenth day may be assessed a late fee of five percent of the payment then due, not to exceed \$15.00.
2. A \$25.00 fee may be applied to the KCP Loan balance for a check or other payment instrument that is dishonored because of insufficient funds.
3. The Fellow may submit a written request to the KCP Initiative Office for a reduced monthly payment amount. To be granted, the Fellow must demonstrate to the satisfaction of the KCP Initiative that he/she is experiencing serious financial hardship. If granted, the reduced payment period shall be determined by the KCP Initiative, not to exceed a total of 36 months. Interest will continue to accrue during this time.
4. The Fellow must submit a written request to the KCP Initiative Office indicating their intention to file for a cancellation of KCP Loan obligations due to a total and permanent disability and request the required procedures and/or forms that must be completed. A licensed Doctor of Medicine, osteopathy, or psychiatry must certify that the Fellow is totally and permanently disabled and, as a result, unable to work/pursue degree completion. Upon certification, the KCP Initiative shall cancel the remainder of the KCP Loan.
5. If a Fellow dies, the KCP Initiative shall cancel the unpaid KCP Loan amount when provided with a certified copy of the death certificate.
6. The KCP Initiative shall release to other parties or agents information regarding a Fellow's obligation to verify its existence or to collect payment of the obligation.
7. All costs, expenses, and attorney fees incurred by the KCP Initiative, WD and/or MDT for collection of any past due KCP Loan or KCP Loan payment shall be added to the total of the KCP Loan amount due.
8. Collection of KCP Loans shall be the responsibility of the KCP Initiative Office, WD and/or MDT. While it is the Fellow's responsibility to provide an accurate and current address to the KCP Initiative Office, any additional information that can be provided by the university to contact the Fellow is expected.

C. If the default did not arise by reason of any conduct described above in Section A, 1., b and if documentation demonstrates that the Fellow qualifies for credit(s), the KCP Initiative may reduce the amount of the KCP Loan as follows:

1. The Master's/Doctoral Degree Credit will be applied if the Fellow has:
 - a. Completed all Agreement obligations except the service obligation.
 - b. Obtained the agreed upon master's/doctoral degree from a Michigan public university within the allowed time.

The degree credit shall be calculated by multiplying the FFF Award(s) amount by one-third.

If a Fellow defaulted on the Fellowship Agreement due to failure to complete the agreed upon degree within the allowable timeframe, they may still qualify for a Degree Credit while in repayment. The following conditions apply:

- a. The KCP Initiative Office must receive acceptable written evidence of obtainment of the agreed upon degree from the awarding university.
 - b. Obtainment of the degree at a Michigan public university other than the awarding university is subject to the policies outlined in Section 2.5 Changing Degree Programs.
 - c. A Degree Credit reduction while in repayment will not be considered a payment, change the monthly payment amount, nor reverse the default status of the Fellowship.
2. A Fellow's eligibility for service credit without degree completion is dictated by the Fellowship Agreement, which differs by program year. Upon default, the Agreement will be reviewed by the KCP Initiative to determine if the Fellow is eligible for service credit. The current program year's Agreement does not allow for a service credit reduction to the KCP Loan prior to the obtainment of the agreed upon degree at a Michigan public university. Any approved service credit accrued prior to the KCP Loan conversion may be applied as a loan reduction *after* the Degree Credit has been applied.

When eligible, the KCP Loan amount will be reduced for each year, or portion of a year, the Fellow successfully completed qualifying service in accordance with the FFF Service Credit Guidelines. Service Credit reductions shall be calculated as follows:

- a. Multiply the Fellowship Award(s) amount by two-thirds. This is the maximum total service credit reduction allowed.
- b. Divide this maximum by the number of years of service required.
- c. Multiply the result of line b by the number of years or portion of years of successfully completed qualifying service.

When eligible, a Fellow in repayment may continue to complete and have documentation submitted for qualifying service. The service credit for verified, qualifying service will be calculated and applied as a reduction to the KCP Loan balance. Service Credit reductions while in repayment will not be considered a payment, change the monthly payment amount, nor reverse the default status of the Fellowship.

SECTION 2.8: APPEAL PROCEDURE

- A. To appeal a default determination, a Fellow must:
 1. Submit a written appeal to the KCP Initiative Manager by email to akujobic@michigan.gov or by mail to:

Cliff Akujobi, Ph.D., Administrative Manager
 Workforce Development
 Department of Labor and Economic Opportunity
 Victor Office Center, 5th Floor
 201 North Washington Square
 Lansing, Michigan 48913

2. The written appeal must be received no later than 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/she has complied with the obligations set forth in the signed FFF Agreement.
4. The written appeal must include pertinent supporting documentation directly related to the reason(s) the Fellow believes he/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 45 days of receipt of the written appeal, and
2. Shall either:
 - a. Rescind the Disclosure and Payment Schedule.
 - b. Affirm that the Disclosure Statement and Payment Schedule remain in effect and state the reason(s) for denying the appeal.

C. Appeal to Circuit Court:

1. A Fellow may appeal the Manager’s decision 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.

SECTION 2.9: EXTENSION, SUSPENSION, CANCELLATION

A. **Degree Completion Extension (Good Cause)** - The deadline for completing the agreed-upon degree may be extended for one year for “good cause” by the KCP Initiative Office. Each request is evaluated individually.

1. A request must be submitted at least 30 days prior to the degree completion deadline by email from the Fellow. The request shall include the circumstances or reason for requesting an extension and supporting documentation, when appropriate.
2. The Fellow must have a letter of support submitted on their behalf from the degree program (e.g. Committee Chair, Advisor, or Department Chair) indicating a new anticipated graduation date, graduate program support for the new timeline, and confirmation that the Fellow has remained in good standing.

Note: The Fellow should also be in contact with the university FFF Representative concerning this request and the circumstances surrounding their request for an extension. The university FFF Representative may be contacted to provide additional support for the extension.

B. Service Extension (Doctoral Enrollment) - The deadline to begin service completion may be extended by one (1) year, and renewed annually, if the Master's Fellow meets the following conditions:

1. Provides the KCP Initiative Office with documentation of enrollment in a doctoral degree program at an accredited Michigan postsecondary institution within one calendar year after conferral of the master's degree.
2. Provides the KCP Initiative Office annually with written evidence of continual degree progress and academic good standing in the doctoral program.
3. Obtains the doctoral degree within eight calendar years of enrollment in the doctoral program.

C. Cancellation Due to Death - Cancellation of FFF Agreement obligations and/or KCP Loan repayment will be determined based upon the submission of a certified copy of the death certificate. Under exceptional circumstances and on a case-by-case basis, the KCP Manager may approve a discharge/cancellation based upon other reliable documentation verifying the death.

1. After receiving notification that a Fellow has died, the KCP Initiative will suspend any collection and/or compliance activity for up to 60 days to allow the next-of-kin time to submit documentation.
2. Any payments received in the KCP Initiative Office after the documented date of death for a KCP Loan that has been discharged due to death will be returned in full to the sender or to the Fellow's documented next-of-kin if the sender was the Fellow (e.g. automated payments that had not been stopped).

D. Cancellation Due to Total and Permanent Disability - Cancellation of FFF Agreement obligations and/or KCP Loan repayment due to a total and permanent disability will be determined based upon the submission and verification of a Total and Permanent Disability Cancellation Request Form. Total and Permanent Disability is defined as the condition of an individual who is unable to work/pursue degree completion on a part- or full-time basis because of an injury or illness that is expected to continue indefinitely. A Fellow who is able currently, or in the future, to work/pursue degree completion, even on a limited basis, is not considered to have a total and permanent disability.

1. The Fellow must submit notification to the KCP Initiative at FutureFaculty@michigan.gov of their intention to file for a discharge or cancellation due to permanent and total disability and request a Total and Permanent Disability Cancellation Request Form.
2. Sections 1 and 2 of the form must be completed by the Fellow or appropriate designee if the disability prohibits the Fellow from doing so him/herself.

3. A licensed doctor of medicine, osteopathy, or psychiatry legally authorized to practice in a state must complete Section 3 of the form and mail the copy with original signatures to the KCP Initiative Office.
 4. The KCP Manager must review the Total and Permanent Disability Cancellation Request Form and determine that the Fellow's situation meets all the following criteria:
 - a. The documentation is complete and supports the conclusion that the Fellow has a total and permanent disability as defined above and recognized as a debilitating condition by the Michigan Department of Health and Human Services and the United States Social Security Administration.
 - b. The cancellation may not be based on a condition that existed at the time the Fellow applied for the FFF Award(s) unless the condition has since substantially deteriorated so that he/she is now totally and permanently disabled.
 - c. The Fellow has not received a new or expanded FFF Award since the date on which the Fellow was determined to be totally and permanently disabled.
 5. Upon cancellation of FFF Agreement obligations and/or KCP Loan repayment, any payments received by the KCP Initiative Office after the date the Fellow became totally and permanently disabled will be returned to the sender.
 6. If granted a cancellation due to total and permanent disability, the Fellow is not eligible for future KCP Fellowships unless they (1) obtain a certification from a physician that they are able to work/pursue degree completion, and (2) acknowledge in writing that the new Fellowship cannot be cancelled on the basis of any condition present when the Fellowship is awarded, unless the condition substantially deteriorates.
- E. Extension/Suspension Due to Long-Term Disability** - An extension of the deadline for FFF Agreement obligations or suspension of KCP Loan repayment may be requested due to a temporary inability to complete the degree by the established deadline or work on a part-time or full-time basis because of a long-term illness or injury that is not expected to continue indefinitely. The determination will be based on the submission and verification of a Long-Term Disability Extension/Suspension Request Form.
1. The Fellow must submit notification to the KCP Initiative at FutureFaculty@michigan.gov of their intention to file for an extension or suspension due to a long-term disability and request a Long-Term Disability Extension/Suspension Request Form.
 2. Sections 1 and 2 of the form must be completed by the Fellow or appropriate designee if the disability prohibits the Fellow from doing so him/herself.
 3. A licensed doctor of medicine, osteopathy or psychiatry legally authorized to practice in a state must complete Section 3 of the form and mail the copy with original signatures to the KCP Initiative Office.
 4. When applicable, the Fellow must have a letter of support submitted on their behalf from the degree program (e.g. Committee Chair, Advisor, or Department Chair) indicating a

new anticipated graduation date, graduate program support for the new timeline, and confirmation that the Fellow has remained in good standing.

5. The KCP Manager must review the Long-Term Disability Extension/Suspension Request Form and determine that the Fellow's situation meets all the following criteria:
 - a. The documentation is complete and supports the conclusion that the Fellow's circumstance qualifies for a long-term disability extension/suspension.
 - b. The extension/suspension may not be based on a condition that existed at the time the Fellow applied for the FFF Award(s) unless the condition has since substantially deteriorated so that he/she is temporarily disabled.
 - c. The Fellow has not received a new or expanded FFF Award since the date on which the Fellow was determined to be temporarily disabled.
 6. If approved, the KCP Manager shall use the expected long-term disability end date provided by the physician to determine an extension/suspension period of no more than 36 months and establish one of the following:
 - d. A new deadline for all FFF Agreement obligations; or
 - e. A date upon which KCP Loan repayment and interest accrual shall resume.
 7. Should the long-term disability be expected to persist beyond the extension deadline or suspension end date, the Fellow may have a new Long-Term Disability Extension/Suspension Request Form submitted on their behalf 30 to 90 days prior to the deadline.
- F. Suspension Due to Bankruptcy** - Student loans may not be discharged or reduced in a bankruptcy settlement. Suspension of KCP Loan repayment may be requested for the duration of bankruptcy proceedings.
1. The Fellow must submit to the KCP Initiative Office official court documentation indicating the scheduled court hearing date.
 2. The KCP Manager must review the request and supporting documentation. If approved, the KCP Manager shall use the scheduled court date to determine a date upon which KCP Loan repayment and interest accrual shall resume.
 3. Should there be a delay that results in a new court date, the Fellow must submit updated documentation to the KCP Initiative Office and request further extension.
- G. Extension/Suspension for Military Deployment** – An extension of the deadline for FFF Agreement obligations or suspension of KCP Loan repayment may be requested for the duration of active military deployment.
1. The Fellow must submit to the KCP Initiative Office official military documentation indicating the scheduled deployment date and anticipated duration of the deployment.

2. If approved, the KCP Manager shall use the anticipated deployment period to determine one of the following:
 - a. A new deadline for all FFF Agreement obligations.
 - b. A date upon which KCP Loan repayment and interest accrual shall resume.
3. The Fellow must provide temporary contact information for the duration of the deployment or authorize the KCP Initiative to contact a friend/family member on their behalf, if necessary.
4. Should there be a delay that results in an extended deployment, the Fellow or a designated representative must submit updated documentation to the KCP Initiative Office and request further extension.

SECTION 3: GENERAL PROVISIONS

- A. FFF Programs will acknowledge the State of Michigan as the funding source in all printed and digital promotional and application materials.
- B. FFF Programs shall obtain a release of information authorization from Fellows prior to naming them as FFF recipients in digital or print publications.
- C. University FFF Representatives shall review all printed and digital promotional, application, and program materials following Policy Issuances to ensure all changes are reflected.
- D. The KCP initiative Office requests copies or notification of press coverage of FFF Program activities or Fellowship recipient recognition so that the news can be shared with WD administration.
- E. University FFF Representatives shall monitor and administer the FFF Program to ensure compliance with established guidelines and legislative intent. An FFF Program & Oversight Timeline is provided annually to enable timeliness and compliance.
- F. The KCP Initiative highly recommends that each FFF Representative have a designated back-up with access to the online KCP system. System users may not share login credentials. Requests to add or deactivate users may be submitted to the KCP Initiative Office by an FFF Representative at any time.
- G. All records containing personally identifiable information, both digital and in print, must be stored in a secure manner.
- H. Unless the university's policies require longer, the university's FFF Program shall retain its records according to the following guidelines:
 1. All general program year records, including financial records, supporting documentation (e.g. receipts, invoices), statistical records, Selection Committee records, and official communications (e.g. determinations, approvals) must be retained for no less than seven years following the end of the program year.

2. All records relating to an individual Fellow, including application materials, eligibility verification, copies of signed Fellowship Agreements, disbursement records, and communications must be retained for no less than seven years from the date of the last transaction related to an individual's FFF record. This may be the program completion date or KCP Loan closure date if no communication nor transaction occurred after.

SECTION 4: ANNUAL REPORTING

FFF Representatives and FFF Financial Coordinators are required to submit Annual Reporting for each active Fellowship that is not in repayment. Annual Reporting begins October 1st and ends mid-November. The end date is listed on the FFF Program & Oversight Timeline.

A. For **active Fellows in pursuit of their degree**, Part 4 of the KCP online system requires the following submissions:

1. Part 4 Question 1 - The FFF Representative shall compare the Fellow's contact information to the university's student information system and submit any updates.
2. Part 4 Question 2 - The FFF Representative shall update the degree progress by entering the cumulative number of credit hours completed to date and the cumulative GPA. The Degree Progress Notes box must be used to provide an explanation if the Fellow did not complete credit hours during that academic year. The FFF Representative shall also determine whether the Fellow continues to meet the good standing criteria of the university and submit that information.
3. Part 4 Question 3 - The Financial Coordinator shall compare the disbursement dates and amounts entered in the KCP online system to those in the university's accounting records. New or missing disbursements shall be added and errors edited before submitting a certification.
4. Part 4 Question 4 - This section is only completed by the KCP Initiative Office staff.
5. Part 4 Question 5 - The FFF Representative shall indicate whether the Fellow's agreed upon degree recorded in Part 3 has been conferred and submit that notification. If the Fellow has obtained the agreed upon degree, the FFF Representative shall also enter in Part 5 the degree obtainment date and method of confirmation and submit.

B. For **active Fellows whose degree obtainment was previously reported** to the KCP Initiative Office, the FFF Representative shall verify and submit the Fellow's contact information in Part 6 Question 1. Part 6 Questions 2 and 3 are only completed by the KCP Initiative Office staff.

After the KCP Initiative staff reviews and approves the submitted data, the record will be transitioned to the next program year's Fellowship Manager.

SECTION 5: TECHNICAL ASSISTANCE AND MONITORING

Each state has a responsibility under federal and state statute and regulations to have a comprehensive programmatic review and on-site monitoring system for any organizations that receive federal or state funding. The system should ensure that administrators and program partners are in compliance with all applicable federal and state laws, policies and procedures, and that funds have been expended appropriately and performance goals are achieved.

The programmatic review should be considered an aid to program partners to monitor and evaluate their programs and improve performance and outcomes for participants. It provides the opportunity to showcase best practice models or success stories that may be shared with other program partners or state leadership.

FFF Programs will be provided with a Comprehensive Programmatic Review & On-Site Monitoring Manual that details routine monitoring activities, on-site monitoring selection, pre-visit activities, on-site visit activities, and post-visit activities.

Any technical assistance needs that are identified will be noted, and additional training or guidance can be customized to meet program needs, as resources permit.

SECTION 6: ATTACHMENTS LIST

Attachment A Program & Oversight Timeline

Attachment B Eligibility Requirements and Statement

Attachment C Service Credit Guidelines

Attachment D Service Reporting Form

Attachment E Non-Traditional Service Pre-Approval Form

Attachment F Administrative Service Pre-Approval Form

Attachment G Total and Permanent Disability Cancellation Request Form

Attachment H Long-Term Disability Extension/Suspension Request Form